



You **must** attach a photograph here, by stapling the top & bottom.

(Write your full name on the back)

APPLICATION FOR CONTRACT FOR SERVICES

Contiki Tour Manager

Dear Applicant

Thank you for applying for the position of Contiki Tour Manager Europe (Summer 2007).

We receive vast numbers of applications and therefore need your assistance so we are able to process your application, in a timely manner. Please assist us by completing **ALL sections (1 to 7 in your own handwriting and in block letters)**.

In order to become a Contiki Tour Manager you should **hold a valid European Union Passport or a minimum 2 year work visa for the UK.**

On completion please **POST your application** to Contiki. Due to the high response levels, no correspondence will be entered into prior to your application being received. For further information, visit our website www.contiki.com.

In general, **correspondence from Contiki will be via e-mail**, so please ensure your e-mail address is valid, and checked regularly. If your application is successful, **we will contact you** and invite you to attend a group interview. Applications should be posted at your earliest convenience in order to increase the chance to secure an interview.

Interviews will be conducted regularly in **London** between October 2006 and early March 2007. Interviews will also be held in **Sydney** and **Melbourne** in **mid January 2007**. Please indicate on this application form (Section 7) if you wish to be considered for an interview in one of these Australian cities.

Thank you for your interest in Contiki and we wish you every success with your application.

Kind Regards

Karen Steele
Contiki Recruitment Manager

Please POST your applications to:
Contiki Recruitment Manager
Contiki Services Ltd
Wells House, 15 Elmfield Road
Bromley, Kent BR1 1LS, United Kingdom

To be considered for the role of a Tour Manager with Contiki all applicants should **ideally** possess the following criteria;

- Hold or be able to obtain a valid European Union passport or a minimum 2 year UK work visa.
- Be able to interact on a professional and social level with Contiki clients.
- Have experience dealing with people from different countries and cultures.
- Have the ability to deal with any issues / problems that occur while on tour. Eg. assisting with clients losing passports, client injuries and hospital visits, conflict of personalities etc.
- Have the ability to make 'on the spot' decisions that will benefit the running of the tour.
- Be team orientated.
- Commit to an intense 60 day Training Trip of Europe.
- Commit to a full European summer season working for Contiki. (The season will commence in March and finish in October).
- Be able to adapt to long working hours. (On average - 16 hour days).
- Be sensitive to our clients' needs.
- Be accountable for company funds for the running of tours.
- Possess a good understanding of European history and current affairs.
- Have the ability to learn.
- To be able to deal with, and work under pressure.
- Be adaptable and flexible in their approach to the role of Tour Manager.
- To have previous experience in leading groups at some level.
- Have time management skills.
- Ideally have some experience in sales.

SECTION 1: PERSONAL / CONTACT DETAILS (please write in printed block letters and "cross" the boxes)

First Name:		Surname:		Name Commonly Known As:	
Home Address			Address for correspondence (if different from Home address)		
Country of Birth:				Nationality:	
Do you possess a valid European Union passport?		YES / NO		If YES, which EU country?	
If you DO NOT currently hold a valid European Union passport, are you eligible to gain one?				YES / NO	
Passport number.				Passport expiry date.	
Please state the country which the above passport number is valid for.					
If you DO NOT hold a European Union passport, are you in possession of a valid UK work visa?		YES / NO		If NO, are you eligible to gain a UK work visa?	
YES / NO				YES / NO	
Expiry date of UK work visa.					
Phone No (include country code):			Mobile No (include country code):		
E-mail: Please print clearly in relevant upper or lower case.					
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> With Partner					

Section 2: EDUCATION

1. Highest grade completed: <input type="checkbox"/> High School <input type="checkbox"/> Trade Qualifications <input type="checkbox"/> College Diploma <input type="checkbox"/> University / Tertiary				
2. Detail the exact nature of your qualifications and the institutions you attended:				
Institute Name	Location	Qualification Received	Major of Speciality	Period Attended
3. Have you had any on the job training or been sent on any course by your employer?		<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, specify)		
4. Do you speak any foreign languages?		<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, specify language and level of fluency)		
5. Have you studied European History?		<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, specify)		
6. Do you speak <u>fluent</u> English and are you able to hold fluent conversations in English?		<input type="checkbox"/> No <input type="checkbox"/> Yes (if no, what is your level of English?)		

Section 3: WORK EXPERIENCE

1st Company:	Nature of Business:	Position Held:
Start Date:	End Date:	Salary:
Duties:		
2nd Company:	Nature of Business:	Position Held:
Start Date:	End Date:	Salary:
Duties:		

Work Related References

1st Referee Name:	Company:	Position Held:
Address:	Phone Number:	Email Address:
Relationship:		
2nd Referee Name:	Company:	Position Held:
Address:	Phone Number:	Email Address:
Relationship:		

N.B. Ensure you attach written references and your CV to this application.

A Contiki Representative will be in contact with referees from both the above References and those on your CV.



Section 4: TRAVEL EXPERIENCE

1. Have you been on a Contiki tour? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide tour name and duration, year, and the name of your Tour Driver and Tour Manager:			
2. Have you been on a tour with another tour operator? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what operator, describe the type of tour, duration, year.			
3. Briefly detail your travel experiences to date:			
Country & cities visited	Days visited	Purpose of visit	Most memorable experience

Section 5: HEALTH

Answers to these questions will be regarded as strictly confidential.

1. Do you suffer from any physical / mental illness that would limit you from doing any part of the job being applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been referred by a legal or medical authority for treatment relating to the use of non-prescribed drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been convicted of any offences other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. How would you most accurately describe your daily consumption of alcohol:
5. If required, are you willing to complete a medical examination by the Company Doctor that may include a full blood test? <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES has been answered to any of the above questions, please outline below the nature of your illness or conviction.

The answers in this section are true and complete.

I understand that the Company has an obligation to promote the health and safety of staff and those in their charge, and that the Company retains the right to refuse a contract or dismiss those who exceed social standards with respect to social drugs (i.e. alcohol or the consumption of non-prescribed drugs) or those for whom a complaint of sexual misconduct with persons in the Company's charge is upheld.

Signature of Applicant: _____

Date: _____

Print Name: _____



Section 6: GENERAL

1. How would you rate your skills as a public speaker? <input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Could be good with practice <input type="checkbox"/> Confident	
2. Have you ever attended any pressured training sessions? If yes, please outline details opposite.	
3. Briefly outline your experience in leading groups?	
4. Briefly outline your previous work / personal experiences of dealing with pressure?	
5. Why do you want to be a Contiki Tour Manager?	
6. Why would you be a good Tour Manager?	
7. How did you find out about this employment opportunity? <input type="checkbox"/> Friend <input type="checkbox"/> Contiki Staff <input type="checkbox"/> Contiki Website <input type="checkbox"/> TNT <input type="checkbox"/> Newspaper (please list name of newspaper) Other (please state) _____	

Section 7: CHECKLIST

Please read and tick the boxes for each point to show you meet the requirements and have successfully filled out this application:

<input type="checkbox"/> I have a valid European Union passport / 2 year UK Work Visa.
<input type="checkbox"/> I have included a photocopy of my passport page.
<input type="checkbox"/> I have included a photocopy of my valid 2 year UK work visa if applicable.
<input type="checkbox"/> I have included a current CV and a list of references (these will not be returned, do not send original copies).
<input type="checkbox"/> I have completed sections 1 to 6 where applicable.
<input type="checkbox"/> I agree to attend a Group Interview in London.
<input type="checkbox"/> I wish to be considered for a Group Interview in Sydney/Melbourne (please circle city as appropriate)
<input type="checkbox"/> I have stapled a passport sized photograph to this application.

I have read the above and all the information within this application is true and correct

Signature of Applicant: _____

Date: _____

Print Name: _____

