



Tour Director Application Form

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Please complete all three pages of the application form.

Legal name: _____

Main address (If you expect it to change, please state when):

Please circle primary phone number: Home: _____ Mobile: _____

Email address: _____

How did you hear about our company? _____

Availability: Our peak season is in the spring. Please provide dates of availability for each month, as far as you know. (Please do not apply if you will be unavailable in June.)

Feb: _____

March: _____

April: _____

May: _____

June: _____

July: _____

August: _____

Region/City Knowledge: Please grade your knowledge of the following places as follows:

- 1 - I have lived in the area and/or have lead many tours there
2 - I am familiar with the major areas and can get around without a map and/or I have led a few tours there
3 - I have traveled in the area and am familiar with major tourist attractions, but I have never led a tour there
4 - I plan to travel to this area in the next 3-4 months in order to be able to lead tours there
5 - I have never traveled to this area nor led a tour there

Montreal Quebec City Toronto Atlantic Canada Canadian Rockies
Ottawa New York Washington DC VA/PA Battlefields Philadelphia
Chicago Savannah Atlanta San Antonio Walt Disney World®
Los Angeles San Francisco San Diego Sacramento Puerto Rico
Boston Grand Canyon Park Pacific Northwest Yellowstone Park area

Are you a licensed guide for: Quebec City - Y / N Montreal - Y / N Niagara Falls - Y / N

Languages: Indicate your competency level in any of the following languages:

1 - native speaker 2 - very competent 3 - conversational 4 - basic
English French Spanish German Chinese Vietnamese Other: _____



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Academic record: Beginning with the most recent, list all schools/colleges that you have attended and any qualifications/degrees that you have earned:

Table with 3 columns: School attended, Dates attended, Degree/qualification earned

Employment record: Start with the most recent:

Table with 3 columns: Dates, Employer (or Self-employed), Job description/responsibilities

Interests: We sometimes run tours that benefit greatly from a tour director with particular interests, knowledge or expertise. Use this space to indicate how, as a tour director, your special interests could provide added value to a particular tour. Also use this space to note if you have any applicable formal qualifications or formal training not mentioned elsewhere in this application that might make you a more suitable tour director.

Blank lines for writing interests

Tour Directors are the "face of our EF products." They are representatives of EF and frequently the only person that our customers meet. Therefore, it is imperative that the tour director embodies EF's core values, which include: attention to detail, positive attitude, and nothing is impossible. Describe how you would apply these skills as a Tour Director for EF.

Blank lines for describing skills

Based on your understanding of the role so far, why do you want to apply, what will you bring to it and what would you hope to achieve personally by doing it?

Blank lines for motivation

Have you ever been convicted of a felony and not pardoned? If the answer is yes, please elaborate below:

Blank lines for felony conviction



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Please give the names of two professional and/or academic references:

Full name:
Occupation/position:
Address:
Daytime tel.:
Fax:
Email:

Full name:
Occupation/position:
Address:
Daytime tel.:
Fax:
Email:

All information you provide pursuant to this application, including that given in this form, will be treated confidentially, and used only in the course of company business. Please note: Candidates who are invited to an orientation session may be subject to a background check.

Declaration: "The information I have supplied on this Application Form is accurate and complete to the best of my knowledge. I understand that any false statement or significant omission by me in this form or hereafter may disqualify me as a candidate. I hereby authorize EF to investigate and store the information I provide pursuant to this application, and understand that any offer of freelance tour assignments is subject to acceptable reference(s)."

Your signature:
Date:

Once complete, please check the form thoroughly, ensure you sign it in the space provided above, and fax, email or mail it to the address below, along with a current résumé. We do our best to acknowledge all applications. However, please be aware that, given the numbers applying, a short delay may occur before you hear from us. Applications are kept on file for one calendar year. Thank you for applying to EF Educational Tours.

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