

## APPLICATION CHECKLIST

Thank you for your application to the Institute of Tourist Guiding.

In order for us to process your application as quickly as possible, please ensure that you have included all of the following:

	✓
Signed copy of the <b>Professional Code of Conduct</b> (please retain a signed copy for your reference)	
Signed copy of the <b>Use of Guide Badge Code</b> (please retain a signed copy for your reference)	
Photocopies/evidence of your Guiding Qualification(s)	
Photocopies/evidence of your Language and Academic Qualification(s)	
TWO completed reference forms from your referees	
TWO Passport-sized photographs, with name on back of both	
Cheque made out to 'Institute of Tourist Guiding'	
<u>OR</u> Direct Debit mandate form	
IF APPLICABLE: Driver documents	i)
i) Insurance	ii)
ii) PHV Licence	iii)
iii) Temporary Driver's Permit	

[Application Pack: Application Checklist ML/MR (240811)]