



# APPLICATION FORM

First read through the details and then complete all sections as fully as possible even if you have attached other information such as a CV. If you require assistance in completing this form, for example if you have a disability, please contact the PGL Recruitment Team who will be happy to help you. This will in no way be detrimental to your application.

## SKI REPRESENTATIVES

### PERSONAL DETAILS

MR/MISS/MRS/MS/OTHER: \_\_\_\_\_

SURNAME \_\_\_\_\_

FORENAMES \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

CURRENT OCCUPATION \_\_\_\_\_

### PERMANENT ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE \_\_\_\_\_

EMAIL \_\_\_\_\_

TELEPHONE NO. (including STD Code) \_\_\_\_\_

DAY \_\_\_\_\_

EVENING \_\_\_\_\_

MOBILE \_\_\_\_\_

FAX \_\_\_\_\_

HAVE YOU WORKED FOR PGL BEFORE? YES  NO

PLEASE GIVE DETAILS \_\_\_\_\_

### CONTACTING YOU

Although some formal documents must be sent to you by post, please tick your preferred method of receiving communication from us:

By post  By email  By phone

### LEGAL ELIGIBILITY

Under the Asylum and Immigration Act 1996, it is unlawful for PGL Travel Ltd to employ anyone who does not have permission to work in the UK or the country they are applying for. All staff will be required to produce proof of identification on arrival at their training course, e.g. passport, work permit or other legal documentation.

NATIONAL INSURANCE NO. \_\_\_\_\_

NATIONALITY \_\_\_\_\_

DO YOU HOLD A VALID EU PASSPORT? Yes  No

DO YOU HOLD A CURRENT UK WORK PERMIT/VISA?

Yes  (please send a photocopy with your application) No

Are you in the process of applying for one? Yes  No

**PGL is unable to apply for a work visa/permit on your behalf.**

### LANGUAGES

Please state languages and level of fluency as follows:-

BASIC

WORKING - Good Conversational

FLUENT - Complete Understanding, oral & written

GERMAN basic  working  fluent

ITALIAN basic  working  fluent

FRENCH basic  working  fluent

BULGARIAN basic  working  fluent

SPANISH basic  working  fluent

OTHER (please specify)

basic  working  fluent

HOW DID YOU ACQUIRE THIS LEVEL? \_\_\_\_\_

\_\_\_\_\_

### DATES AVAILABLE

It is imperative that you are available for at least the shaded week listed below in order to be considered for employment.

(Please tick appropriate box)

PRE CHRISTMAS

NEW YEAR

FEB HALF TERM WEEK 14/02/09 - 20/02/09

EASTER WEEK 04/04/09 - 10/04/09

OTHER DATES DURING TERM TIME

MAXIMUM NUMBER OF WEEKS AVAILABLE

ARE YOU AVAILABLE FOR ADDITIONAL WEEKS DURING THE EASTER HOLIDAYS? IF SO, PLEASE GIVE DATES

\_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_



www.pgl.co.uk/skijobs  
skipersonnel@pgl.co.uk  
0870 401 4411





## ► PLEASE DETAIL YOUR EXPERIENCE ON: SNOW

ON DRY SLOPE/ARTIFICIAL SNOW NO OF WEEKS

ON SNOW IN A SKI RESORT NO OF WEEKS

HAVE YOU EVER WORKED IN A SKI RESORT FOR A SEASON?

HOW MANY SEASONS?

WHAT JOB DID YOU DO IN RESORT?

WHEN DID YOU LAST SKI / BOARD?

HAVE YOU TAKEN ANY LESSONS / COURSES? YES  NO

IF YES PLEASE GIVE DETAILS

DO YOU HOLD A CURRENT FIRST AID CERTIFICATE? YES  NO

WHAT TYPE AND LEVEL OF QUALIFICATION?

## ► RESORT KNOWLEDGE

PLEASE INDICATE YOUR KNOWLEDGE OF OUR RESORTS BELOW  
AS FOLLOWS **A-EXCELLENT** **B-GOOD** **C-BASIC**

### FRANCE

GRAND MASSIF  MORZINE

ISOLA 2000  RISOU

LES ARCS/VALLANDRY  ST. GERVAIS/MÈGEVE

LES TROIS VALLEES

### ITALY

ANDALO / MOLVENO  MILKY WAY

APRICA  MONTECAMPIONE

BORMIO  PIANCAVALLO

FALCADE  LA POLSA

FOLGARIA / SERRADA  PRATO NEVOSO

FOLGARIDA / MARILLEVA  TONALE

FOPPOLO / SAN SIMONE  VAL DI FASSA

KRONPLATZ

### SWITZERLAND

CRANS MONTANA  LEYSIN / LES MOSESSES

DAVOS  MEIRINGEN

JUNG FRAU  SAAS GRUND / FEE

LES DIABLERETS

### AUSTRIA

AXAMER LIZUM  OBERTAUERN

BAD GASTEIN  SAALBACH / HINTERGLEMME

BKK  SCHLADMING

BREGENZERWALD  SKI WELT

DACHSTEIN WEST  SPORTWELT AMADE

GERLITZEN - VILLACH  WARTH

HEILIGENBLUT  WILDSCHONAU

KITZBUHEL  ZELL AM SEE / KAPRUN

MONTAFON  ZILLERTAL

NASSFELD

### USA

ATTITASH / BEAR PARK  LOON / BRETTON WOODS

COPPER MOUNTAIN  SUNDAY RIVER

KILLINGTON  WINTER PARK

LAKE TAHOE

### BULGARIA

BANSKO

PLEASE LIST AND GRADE ANY OTHER RESORTS YOU KNOW WELL

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## ➤ YOUR SUITABILITY

As positions at PGL are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, employment will be subject to satisfactory clearance from the Criminal Records Bureau (CRB) and other agencies as used by PGL. CRB checks provide PGL with access to a range of different types of information about you, such as relevant information held on the Police National Computer, including any spent or unspent convictions, cautions, reprimands or warnings. Minor, irrelevant misdemeanours are unlikely to affect your application. All information will be treated sensitively and in confidence.

Please give any details on a separate sheet of any of the above that may appear on your CRB disclosure document and mark the sheet 'CONFIDENTIAL' at the top.

If you have attached a separate sheet, please tick

If you have any questions about your criminal record in relation to this application, please contact the PGL Recruitment Team on 0870 401 4411 in confidence.

### BRIEFLY DESCRIBE YOUR PERSONALITY:

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### WHY DO YOU WANT TO WORK FOR PGL?

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### HOW DID YOU HEAR ABOUT SKI JOBS AT PGL?

PLEASE GIVE NAME OF WEBSITE, NEWSPAPER, MAGAZINE, FRIEND ETC.

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## ➤ ADDITIONAL INFORMATION

Do you require any specific assistance, equipment, support or adjustments to be made to enable you to carry out the position for which you have applied?

Yes  No

If yes, please detail what assistance may be required:

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(Use additional sheet if required)

## ➤ REFERENCES

**All job offers are subject to the receipt of satisfactory references. We cannot process your application unless you include the name and contact details for three people who we can contact for a confidential reference.**

- These must ideally be people who you have been in contact with **during the last two years** and who can give a reference regarding your suitability, experience and skills for this type of work (e.g. coach, youth leader, former employers/teachers, lecturers).
- We may contact referees **immediately**, so make sure that the contact details are current for the next few weeks (do not give college or school addresses during the holidays).
- Failure to supply us with three relevant referees who know you in a professional, educational or voluntary capacity, **will** delay us processing your application.
- **We will not accept references from friends, colleagues, relatives or neighbours.**

### 1. NAME

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

WHAT IS THEIR RELATIONSHIP TO YOU?

EMPLOYER / LECTURER / TEACHER / OTHER (PLEASE STATE): \_\_\_\_\_

### 2. NAME

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

WHAT IS THEIR RELATIONSHIP TO YOU?

EMPLOYER / LECTURER / TEACHER / OTHER (PLEASE STATE): \_\_\_\_\_

### 3. NAME

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

WHAT IS THEIR RELATIONSHIP TO YOU?

EMPLOYER / LECTURER / TEACHER / OTHER

(PLEASE STATE): \_\_\_\_\_

I certify that the information given in connection with this application is true and correct and that if offered employment by PGL, any material changes to the information supplied will be declared. I understand that if I am employed by PGL and have given any false or inaccurate information on this form, I will be subject to the company's disciplinary procedures, which could result in my dismissal.

I have read the data protection section of this form and consent to the use of my personal information for PGL's administration, monitoring or marketing purposes.

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_

Please return to: PGL Recruitment Team, PGL Travel Ltd., Alton Court, Penyard Lane, Ross-on-Wye, Herefordshire, HR9 5GL, UK



# DATA PROTECTION

and

# EQUAL OPPORTUNITIES

## ► DATA PROTECTION

The data provided in the main part of this application form will be used for the purpose of evaluating your suitability for employment, administering your appointment and making the necessary arrangements for your employment. None of the information you provide to PGL in connection with your application will be divulged to persons unconnected with your employment, without your express permission. The company will, however, process data in order to respond to enquiries from legitimate external bodies, such as requests for job references (in the event of you quoting PGL as a referee), Inland Revenue enquiries, the Police, or legitimate bodies carrying out child protection investigations.

The contact details supplied, including postal address, telephone and email address will be used for employment administration and to communicate details of vacancies that may be of interest to you or to seek your assistance in evaluating our recruitment procedures.

For more details on PGL's Data Protection policy, please visit our website: [www.pgl.co.uk/dataprotection](http://www.pgl.co.uk/dataprotection)

## ► EQUAL OPPORTUNITIES

The information that is requested below will be used to monitor our recruitment procedures, helping us to ensure that no employee or applicant receives unfair treatment on the grounds of gender, ethnic origin, religion, age, sexual orientation, disability or any other unjustifiable reason. This information may also be used to help us target our recruitment marketing towards groups that are currently under represented within PGL. This section of the application form will be detached and will not be used as part of the selection process. If you do not wish to provide this information, then please leave this section blank. Doing so will not compromise your application in any way.

ARE YOU      Male       Female

AGE \_\_\_\_\_

From the following categories, how would you describe your ethnic origin:

White - British       White - European

White - Other       Black - Caribbean

Black - African       Black - Other

Indian       Pakistani

Bangladeshi       Chinese

Other, Please specify \_\_\_\_\_

Do you have a disability as described within the terms of the disability discrimination act (DDA) 1995?      Yes       No

ARE YOU

Single       Married       Widowed

Co-Habiting       Divorced/Separated

WHAT IS YOUR RELIGION? \_\_\_\_\_

\_\_\_\_\_