



**venture**  
events • expeditions • adventures

### Urban Adventures Tour Leader Application

<b>Personal Details</b>
First Name:
Surname:
Birth Date:
Gender:
Nationality:

<b>Contact Details</b>
Email Address:
Mailing Address:
Home Phone:
Mobile Phone:

**Employment History:**

(Please answer these questions for all positions)

Position and Company:
Year Started:
Time in Company:
Reason for leaving:

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**Referees:**

Name :
Company:
Relationship to you:
Email:
Phone:

Name:
Company:
Relationship to you:
Email:
Phone:

**First Aid:**

Do you hold a current First Aid Certificate?
If yes, valid until:

**Travel experience:**

Where in Japan have you travelled?
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Of the places you have visited, which has had the most impact on you and why?
Entertain us with a funny incident that has happened to you on your travels!

If you were taking a group of foreign friends around Tokyo./Kyoto, where would you take them and what type of experiences would you include?

**Group leading experience:**

Tour leaders are masters in managing groups of people. From your experience working with groups (eg as part of your employment voluntary work or community work) tell us about the role you played in the group and how you dealt with any conflict.

**Computer skills:**

How capable are you in using the following computer applications?

Word	
Excel	
Database	
Email	

**Languages:**

Which languages can you speak and to what level of competency?
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**Financial:**

In your past career or private life have you been responsible for large sums of other people money?
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If yes, in what capacity?
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To what amounts?
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**Fitness:**

How would you rate your current level of fitness? For example, "As a maximum I could comfortably complete....."
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Imagine you're taking a small group of 6 on a city tour. One of your passengers knows the city well and is constantly dominating the group with his stories and better places to see. The other guests are getting annoyed at his domineering behavior or wondering who is leading the trip - you or him. How would you handle the situation?

Where did you hear about this job?

Is there anything else you would like to add to your application? Any questions though or comments?