

Inghams

WORKING OVERSEAS



ALL IT TAKES IS ONE EASY STEP ... THE EXTRA ONE!

INGHAMS - THE INSIDE STORY

Founded in 1934, Inghams has become the leader in quality Ski and Lakes and Mountains holidays to Europe and North America.

Inghams staff based in the UK and overseas enjoy a reputation for their commitment and professionalism. The remuneration packages rival any other company in the industry. Our aim is to recruit, train and keep dedicated staff who are the envy of our competitors.

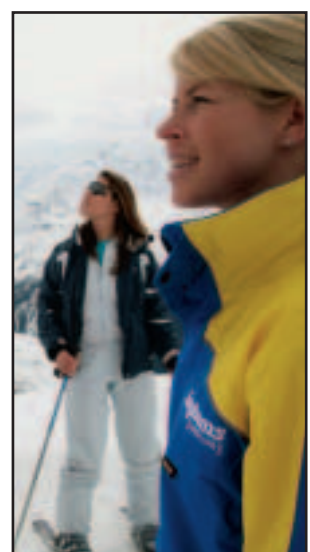
WORKING OVERSEAS - NOT JUST A JOB BUT A WAY OF LIFE

Working overseas offers endless opportunities to experience a different country and culture as well as a chance to utilise your language skills. Managerial and Representative positions in most European destinations require reasonable fluency in the local language.

We are looking for people who want to become an ambassador, not only for Inghams, but for the resort and country they are working in. Working overseas is not just a job - it is a way of life.

Our seasonal jobs for Overseas Representatives and Resort Managers are positions lasting from May/June to September or December to April. Whilst contracts are seasonal, we are able to offer work for the summer and the winter and preference is given to individuals who are able to commit to both seasons. Our Chalet and Clubhotel programme operates from December to April.

So if you have proven experience within a customer service, hospitality or sales environment, are confident with a mature outlook, have excellent communication skills (verbal and written), heaps of energy and enthusiasm and you enjoy a challenge, then we would love to hear from you.



YOUR ROLE

We recruit Resort Managers and Representatives for resorts throughout Europe and North America. In selected winter resorts we also employ Chalet and Hotel staff in a wide range of roles from Housekeeping to Managers. (see separate insert for current vacancies within our Chalets and Clubhotels).

OVERSEAS REPRESENTATIVES

Working alone in a small resort or part of a team of reps in a larger resort, your duties will be varied and challenging with no two days the same! Ultimately responsible for providing high levels of customer service and exceeding the expectations of those holidaying with Inghams. Duties include transfers to and from the airport and regular visits to accommodation units to offer assistance and information to guests. Presenting informative and interesting Welcome Meetings; selling in-resort extras such as excursions, lift passes, ski school and ski hire (winter) in order to enhance service and increase revenue. Organising and guiding excursions and activities and completing financial and quality control reports.

RESORT MANAGERS

Responsible for the overall running of the resort, you will have previous experience as a Representative and possess excellent organisational, language and leadership skills. You will maintain high standards and service levels and produce results by utilising the skills and knowledge of your team and motivating them towards success. This is a very hands-on role where you will be required to lead by example whilst still developing your team with constructive feedback, support and training.

CHALET & CLUBHOTEL STAFF

Staff for our Chalet and Clubhotel Programme should have recognised experience within the hospitality industry. In order to maintain our excellent reputation you must be a very customer service focused team player. It is a job, not a working holiday. Our guests always come first so we need hard working individuals to look after them. Think carefully about the job you are applying for and read the descriptions enclosed on our current vacancy sheet noting the skills required for each position.



WHAT WE CAN OFFER YOU

- Competitive Salary
- Accommodation
- Meals (free or subsidised)
- Commission on local sales (Reps and Resort Managers)
- Bonus and Incentive Schemes
- Comprehensive Training
- Free Ski Pass and Equipment (ski season)
- Travel to and from UK
- Subsidised Travel insurance
- Holiday Pay
- Company Uniform

SELECTION PROCEDURE

If your application is successful, you will be contacted by email or letter to invite you to interview. All interviews are held in our Head Office in Putney, South West London. We do not pay travel expenses.

Once you have accepted a position with Inghams, we ask you to make a commitment by signing a contract and paying a bond.

FAQS

Please refer to our frequently asked questions on the recruitment pages of our website. www.ingham.co.uk



Inghams

All correspondence to:
Overseas Personnel
 10 - 18 Putney Hill, London SW15 6AX
 Telephone 0208 780 4400
 Facsimile 0208 780 8805
 Email travel@ingham.com



Which jobs are you applying for?

(Please study attached leaflet)

1 2 3

Which season - winter/summer/both Available from..... Available to
Notice period required

First Name..... Last Name.....

Permanent Address..... Correspondence Address (valid until)

.....

.....

.....

.....

Tel Home Tel Home.....

Tel Work Email

Mobile.....

Are you applying with a friend? If so Name

Due to employment legislation, for European Positions only EU passport holders or valid work permit holders for the country you are applying to work in will be considered. Please note we do not operate a Chalet and Clubhotel Operation in North America.

Nationality..... Passports Held.....

Place of Birth..... National Insurance Number.....

CURRENT VISAS OR PERMITS HELD

| Country | Visa/Permit type | Duration | Date of Issue |
|---------|------------------|----------|---------------|
| | | | |
| | | | |
| | | | |

Driving Licence Yes / No Car Owner Yes / No Would you take it to resort if required? Yes / No

Do you have any endorsements? (If Yes , please specify)

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How many years have you held a Licence?

LANGUAGE SKILLS

| Language | Written | Spoken |
|----------|---------|--------|
| | | |
| | | |
| | | |

Please indicate your ability in languages on a scale:
 1 = Basic
 6 = Fluent

SECONDARY EDUCATION

| Schools / Colleges / Universities | Examinations taken with grades |
|-----------------------------------|--------------------------------|
| | |
| | |
| | |
| | |
| | |

Further Qualifications.....

Positions of authority held and sporting achievements.....

IT SKILLS

| Computer Skills | None | Basic | Good | Advanced |
|----------------------|------|-------|------|----------|
| Keyboard | | | | |
| Word | | | | |
| Excel | | | | |
| Email | | | | |
| Other please specify | | | | |

Accounts / cash handling experience.....

SKIING ABILITY AND RESORT KNOWLEDGE (winter applicants only)

How many weeks have you skied or been snowboarding?.....

Please state resorts visited.....

MAINTENANCE / REPAIR SKILLS (where applicable)

Please give any information regarding any practical experience / qualifications.

.....

EMPLOYMENT HISTORY

Current Position..... Company..... Country.....

Dates from..... to Reason for Leaving.....

Responsibilities.....

EMPLOYMENT HISTORY *(Continued)*

Previous Position Company.....Country.....

Dates fromto..... Reason for Leaving

Responsibilities

.....

Previous Position Company.....Country.....

Dates fromto..... Reason for Leaving

Responsibilities

.....

Previous Position Company.....Country.....

Dates fromto..... Reason for Leaving

Responsibilities

.....

Please attach your curriculum vitae detailing all your previous employment history and any other relevant details

GENERAL

How do you spend your spare time? *(Please give details of hobbies and interests)*

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.....

Have you ever done any out of the ordinary travelling?

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.....
.....

What would you hope to achieve in the job for which you are applying?

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.....
.....

Why do you think that you are suited to the job for which you are applying and what do you feel you can offer us?
(If you are applying for a position and country which requires language skills, please complete this section if possible in the language you are offering)

.....
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.....
.....

RESORT OR COUNTRY PREFERENCES

Please give three preferences of where you would like to work.

1.

2.

3.

Why?

Would you be prepared to work anywhere in our programme?.....

How did you hear of us? (If from advertising, please specify which publication)

.....

REFERENCES

(Ideally last two employers. If you have not yet had two jobs you should give academic or cooking course references. We are not interested in 'Old family friend' references. Please enclose photocopies as originals cannot be returned)

1. Name: 2. Name:

Company: Company:

Address: Address:

.....

Telephone: Telephone:

Email Email

Position: Position:

May we contact them now Yes/No

OTHER DETAILS

Are you in good health?(Please give details of any major or recurrent illnesses over 2 years)

.....

Do you suffer from any illnesses or conditions that we should be aware of?

.....

Have you ever been convicted of any criminal offence or have any impending criminal proceedings?

.....

.....

DECLARATION

I confirm that the information stated on this application form is true and complete. I understand that any false statement or deliberate omission in the information I have given may disqualify me from employment & render me liable to dismissal.

Signed: Date:

MAKING YOUR APPLICATION

1. Complete the form as fully as possible and attach your C.V.
2. You must attach a passport-size photograph of yourself.
3. If you apply to work with a friend, send both application forms in the same envelope, and cross reference each form.
4. If you are going to be abroad and require an immediate interview, Please write **'Urgent'** at the bottom of this form stating your reasons.
5. Please note that we do not pay interview expenses.
6. Return your form to:

Inghams Travel, 10 - 18 Putney Hill, London, SW15 6AX

Data protection statement

Under the Data protection Act 1998 we have a legal duty to protect information we collect from you.

We will not pass on your details to any other organisation without your permission, unless we are legally obliged to do so.