



Employment Application TAG AcademyUS

An Equal Opportunity Employer

Please Print

Date	Last Name	First Name	Middle
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Present Address

No. & Street	City	State	Zip Code
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Permanent Address (if different from present address)

No. & Street	City	State	Zip Code
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Business Phone

Email Address

Home Phone

Employment Preference

Position applying for:

Indicate all that apply to you

- | | | |
|----------------------------------|------------------------------|-----------------------------|
| TAGAcademyTouringSpecialist | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| TAGAcademyProductionSpecialist | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| TAGAcademyPrivateTravelExecutive | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| TAGAcademyFilmandMediaExecutive | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| TAGAcademyCorporateExecutive | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



Important applicant considerations:

Employment is based on regular full-time 40-hour week, but applicants applying for these posts are assuming a training capacity for the first 2 years. You will be comfortable working with a mentor. It is expected that you will fully engage with The Academy Training. Attendance at training is mandatory. You will be expected to meet weekly to discuss your objectives for the next week, sales targets, behavioral objectives, your own objectives for development as well as your mentors. A large part of the day to day routine, is travel logistics, planning, emails, corresponding with multiple clients, using multiple office applications, using a Global Distribution System GDS to make flight reservations for individuals, and groups. Liaising with suppliers, Hotels, Air, and Ancillary.

Work Hours:

Days of work are Monday to Friday although we have a 40-hour week we do have department shift patterns. This may mean that you may need to work within a shift plan covering the office opening hours from 7 am to 7 pm. You will be advised at the ‘Meet the Team day’ the department shift pattern currently in operation.

The employment opportunity is development focused for individuals who wish to develop a career.

Recruitment:

Process will consist of a completed application form, an assessment day in Los Angeles head office, and a meet the team day where you get to meet the team and see firsthand what the world of TAG looks like.

TAG Work:

TAG operate a 24-hour service department following your training there will be opportunities to work in this specialist department would you be available for work on weekends?..... ☐ Yes ☐ No

Would you be available to work overtime, if necessary?..... ☐ Yes ☐ No

If hired, the start date for all Academy employees is the September 3, 2019 Roles are based in our US Head Office in Westwood Los Angeles
There is no parking provided by TAG in the Office. You will be responsible to find suitable car parking/car sharing if required.

There are opportunities for successful applicants to work in either our New York or Nashville Offices. Please State your preference if this is required and confirm that you will have your own accommodation arrangements secured Prior to the job offer.

TAG are not responsible for any additional costs arising from this employment opportunity. We are offering this exclusively for individuals who want to work from these offices.

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Personal Information

If hired, would you have a reliable means of transportation to and from work

☐ Yes ☐ No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)

☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

☐ Yes ☐ No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

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Education, Training, and Experience

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School	<div><div></div><div>Name</div><div>Address</div><div><div></div>City<div></div>State<div></div>Zip Code</div></div>		<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div></div>
College/ University	<div><div></div><div>Name</div><div>Address</div><div><div></div>City<div></div>State<div></div>Zip Code</div></div>		<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div></div>
Vocational/ Business	<div><div></div><div>Name</div><div>Address</div><div><div></div>City<div></div>State<div></div>Zip Code</div></div>		<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div></div>
GDS Training	<div><div></div><div>Galileo/Apollo (currently in use)</div></div>		<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div></div>
Microsoft Office Applications	<div><div></div></div>		<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div></div>
SharePoint Teams	<div><div></div></div>		<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div></div>
Word	<div><div></div></div>		<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div></div>
Power Point	<div><div></div></div>		<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div></div>
Excel	<div><div></div></div>		<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div></div>

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List any applications that you use proficiently.

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at TAG?

☐ Yes ☐ No

If so, please explain:

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Pre-Employment Assignment

As part of the application process we would like you to prepare, research and submit a presentation. In the table below, there are 2 scenarios that are applicable to the post you are applying to. We have provided two scenarios, the first is for Music Touring roles and the second is Corporate, Private Travel, Film Production.

Please attach your power point with your completed application in your reply. Also include, any word documents, and excel financials.

Your Presentation Prepare in advance and present on one of the following scenario-based question:

‘Fact Find Exercise’ research your information presenting your ideas on power point, use Microsoft office, excel, and word documentation to support your presentation. You will have just 5 minutes to present your findings to your client.

Topic (1) or (2) Touring/Corporate/Private Travel/Film and Media

You are expected to only select one question to research and to present your findings:

‘Fact Find Exercise’

- 1) A tour manager contacts you to put together a small US Tour for July-August (please make up dates). There are four cities, (you can choose) and their tour bus (54ft). The band consists of 5 VIPs and 17 crew. With your creativity please put together a mini presentation with regards to your proposal for this tour. (I have attached a student’s presentation where he created his own interpretation of this question he used the internet for his sources). The students should be encouraged to be creative and show their strengths. A big plus is if they can show evidence of good excel, word skills.
- 2) A corporate traveler contacts you to organize a trip (please make up dates but present your finding from actual trains/flights and hotel information that you are able to source). Your traveler requires a flight from Los Angeles to New York to arrive for the first business meeting at 0800, the client will then require a rail time/ticket from New York to Washington to leave New York at or around 1230 to arrive before 4 pm in time for his afternoon meeting. At around 10 pm please find a flight from Washington to Los Angeles. Please present all your information in an itinerary, with any travel relevant information for this trip.

Recommend a hotel in New York for a Breakfast meeting, also recommend a hotel for a client meeting for two in Washington.

With regards to the presentation they can be as creative, but shortlisted applicants will use the presentations to present to the interview panel. Make recommendations that the travelers would value and be able to describe why you have selected hotels based on your recommendations.

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Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Name of Employer _____ Phone Number _____
Type of Business _____ Your Supervisor's Name _____
Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____
From _____ To _____

Your Position and Duties _____

Reason for Leaving _____

Current employer?..... ☐ Yes ☐ No

May we contact this employer for a reference?..... ☐ Yes ☐ No

Name of Employer _____ Phone Number _____
Type of Business _____ Your Supervisor's Name _____
Address & Street _____ City _____ State _____ Zip Code _____

Dates of
Employment: _____
From _____ To _____

Your Position and Duties _____

Name of Employer _____ Phone Number _____
Type of Business _____ Your Supervisor's Name _____
Address & Street _____ City _____ State _____ Zip Code _____

Employment Application

Employment History, continued

Dates of Employment: _____
From To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... ☐ Yes ☐ No

Name of Employer

Phone Number

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip Code

Dates of Employment: _____
From To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... ☐ Yes ☐ No

Name of Employer

Phone Number

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip Code

Dates of Employment: _____
From To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... ☐ Yes ☐ No

Employment Application

Employment History, continued

Dates of Employment: _____
From To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... ☐ Yes ☐ No

Name of Employer

Phone Number

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip Code

Dates of Employment: _____
From To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... ☐ Yes ☐ No

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References

List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name	Last Name	Phone Number	
Address & Street		City	State Zip Code
Occupation	No. of Years Acquainted		

First Name	Last Name	Phone Number	
Address & Street		City	State Zip Code
Occupation	No. of Years Acquainted		

First Name	Last Name	Phone Number	
Address & Street		City	State Zip Code
Occupation	No. of Years Acquainted		

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Please Read Carefully, Initial Each Paragraph and Sign Below

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize _____ to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Date

Applicant's Signature

Thank you for completing and good luck. We look forward to reviewing your application.