

**Les Elfes, Switzerland
Application Pack**

Summer

Please complete the following form with accuracy and as extensively as possible to give us all the information required to determine your success in seeking employment with us this Winter.

Name: Male / Female
Email: Married / Single / Divorced
Telephone: Date of Birth:
Address:
Skype Name:
Nationality:
Preferred resort:
Dates available from: _
Do you need Les Elfes to provide you with accommodation?

Please also attach the following:

- CV
- Copy of Qualifications / Certificates (*if required, see below*)
- Copy of First Aid qualification
- Copy of Passport
- Copy of Criminal Records Check
- Details (including email) for two or more Professional Referees
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Job selection

Brief job descriptions on the next page.

All job applications require an up to date first aid qualification, preferably focused on Child First Aid or Adventure First Aid.

What type of position are you applying for?

Please list any other sporting qualifications?

Why do you want to work for Les Elfes?

Job Descriptions

- Group Leader – Management of group, head of on-site management of activities a particular group of students.
- Monitor – Partake, help organise and lead in all activities in during the day and some evenings.

Descriptive Questions

1. Please give details of your experiences working with children in a professional environment.
2. What aspects of your own personality make you an ideal candidate for working with children?
3. Please describe a testing environment or situation that you have either chosen or found yourself in, and how you dealt with it. (Personal or professional)
4. Describe your three biggest weaknesses and your three biggest strengths.

Dates & Availability

Les Elfes conducts a two week training period for all staff, returning or new, in Verbier, Switzerland at the beginning of June (exact dates to be confirmed), accommodation & food is provided. These two weeks are considered an unpaid trial period as well as training for the forthcoming season. Travel to the training week is at your own cost.

The season is expected to run until the middle of August 2015 (exact dates to be confirmed). We preferably hire staff who are available to work the entire season in camp, although shorter contracts will be considered.

Declaration

I declare that the information I have given in the pack and also attached, is true and correct.

Sign Date.....

[Electronic signing accepted]

Information about Les Elfes, Background, Clientele & Ethic

Les Elfes has been in operation for over 25 years, based in Verbier, with a camp in Crans Montana open for 5 years. We are Swiss companies only able to employ candidates with an EU passport from a country from the following list:

UK, France, Spain, Belgium, Sweden, Norway, Denmark, Portugal, Italy, Luxembourg, Germany, Austria, Finland, Greece, Iceland, Ireland, Liechtenstein, Norway, Netherlands, Cyprus and Malta.

Clients to Les Elfes are worldwide school groups to camps and trips with children aged 8-18 years. The standard of service and facilities provided are high. The children can often be demanding however very rewarding in how they experience new and different aspects of life away from their

parents and in a new environment. The LEI staff guide, teach, enhance, ensure the best safety standards and monitor the children throughout their trip. Our job is to ensure the learning through experience ethic of LEI and work truly with the children in achieving once thought unachievable goals. Your nature towards to the children must be one of inspiration, patience and knowledge to gain their trust and to trust yourself with their safety, fun times and learning. You must have initiative, confidence, enthusiasm and dedication for your job and the children you will be entrusted with. Working at a camp requires great team working skills, excellent and efficient communication as well as flexibility and an open mind to your work and life. If you feel you have these skills or above and beyond we welcome your application.

More information about the camps can be found at www.leselfes.com .

Information

Once you have sent back all the information required for your application, your referee's will be contacted with a reference request, by completing the application you have given us permission to contact your referees. Only once we have received these and considered all other applicants, we will contact you to inform you of your success in applying to work

Thank you for taking the time and interest in applying to work for LEI and considering us for furthering your professional career working with children or in the hospitality industry.

Return of information – please send to the email it was sent to you from, or:

- Post, to: Adam Brook, Les Elfes, CP 174, Verbier, CH 1936, Switzerland.
- Fax, to: +41 27775 3599
- Email: amverbier@leselfes.ch