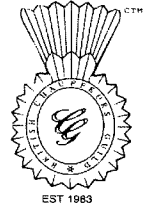


BRITISH CHAUFFEURS GUILD Ltd



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Chauffeur Employment Agency

Criteria for Guild Membership

Applicants may only seek membership by undertaking the Guilds Security Chauffeur Training programme & membership on a 'Home Study' basis, only after having undertaken the same, will they then be given membership of the Guild and be eligible to be considered for any Permanent and/or Temporary positions received in the future.

The Guild's Security Chauffeur Training

Our recognised Guilds Chauffeur Training Manual, Diploma of Merit and The Guild's Chauffeurs Permit will be awarded to all candidates who undertake the home study programme. The issue of our Diploma & membership is currently recognised by the world of Commerce and Industry, as a long awaited and major breakthrough, in the very common 'Catch 22' situation frequently experienced of;

"NO EXPERIENCE, NO JOB - NO JOB, NO EXPERIENCE"

Just some Examples of the many subject contents of our training Manual:

- ** The Chauffeurs Uniform, Protocol Demands and Traditions.
- ** Personal Hygiene.
- ** General Attitude and Discretion expected from Chauffeurs.
- ** Experiences of the Guilds Employment Agency in dealing daily with clients.
- ** Hints for the attendance of interviews.
- ** Car Care..
- ** Protocol Modes of Address.
- ** Familiarisation and Approaches to Important Locations.
- ** Procedures for Picking Up, Setting down and Meeting Clients.
- ** Deportment at the Wheel and General Driving Behaviour.
- ** The Security Minded/Aware Chauffeur.
- ** Safe Motoring and Driving Techniques.
- ** Introduction to the IAM or ROSPA driving test
- ** The Modern Chauffeur Valet, Chauffeur P.A., Chauffeur Handyman, Company Chauffeur, Household Chauffeur etc.
- ** Hints and Guidance for the intending Self-Employed and/or Car Hire Chauffeur.

AND MANY, MANY MORE...

**SECURITY CHAUFFEUR TRAINING IS SERIOUS BUSINESS AND
SHOULD NOT BE UNDERTAKEN LIGHTLY - DO NOT COMPROMISE**

Security values of Membership & Training:

Security Awareness has and is becoming more necessary due to the tremendous business knowledge which is now made available to the Chauffeur, mainly due to the mass introduction of the 'Mobile Telephone' together with 'Mobile E-mail' which now makes the modern Executives car an extension to their office and at times, an extension to their own home, in which as much business is conducted daily.

Under these circumstances, the security vulnerability of the employer is obviously at the highest possible risk level and particularly so should they have employed a Chauffeur who is innocently or careless with very privileged information, unappreciative of the value of such information and not affiliated to a formal Chauffeuring Organisation who will impose a set of fair but strict Rules and Code of Conduct, and to which the Chauffeur is answerable in such events and as a guarantee given to their employer or client(s).

Some of Your Questions Answered

How do I apply to obtain Membership and undertake training?

If you are over 25 years of age and hold a current and Full Driving Licence which entitles you to drive a car, simply fill in and return the enclosed 'Application Form' together with your appropriate fee which can be paid by Cheque or Credit Card.

PLEASE NOTE: NO REFUNDS ARE ALLOWED ONCE MEMBERSHIP IS ISSUED.

How will I know if I have been accepted?

Upon receiving your training and membership Application form with the fee, you will be notified in writing of your acceptance within at least 1 week of having received your application form.

SO DO NOT DELAY in returning your completed application form.

Will the Guild Agency be able to find me a job after I have become a member ?

On the clear understanding that the client will make their final selection of candidates put forward for any permanent position interview and that the Guild does not have a say in the final selection made, there can fairly be no guarantee given that you will be found work immediately.

Obviously, preference will always be given to our own candidates for whom we can vouch to be personally known to us. The most suitable candidates that meet our clients stated requirements will be selected for any Temporary or Permanent positions available at any time.

Will the Guild membership assist me to find a position as a Chauffeur?

Ofcourse, currently what certificates or diplomas can you produce that will speak of your competence as a Chauffeur or your registration and membership with an accredited Chauffeuring organisation.

Once you have obtained Guild membership, we advice that you also register free of charge with as many other Domestic Agencies as you can find by sending them a copy of your Guild Permit and Diploma, Driving License and a copy of your CV, this could often be all you need to do in order to increase your chances of finding a well paid Chauffeuring position.