

## **STAFF APPLICATION PROCESS for DERBYSHIRE RANGERS/EXPLORERS**

### **Under 18 Staff Roles at Peak – Full Time and 50/50**

Many of the 50/50 and Under 18 roles are now available to be applied for ( there are more to come!)

There is a **specific process** in place for these to ensure that we have safeguarded contact with all under 18 applicants.

They CANNOT be applied for direct via the staff portal.

**Here are the steps that need to be followed** if you have Rangers and Explorers who want to do 50/50 or Full Time Staff role.

Please note: if your Group/Unit is 'in progress' or 'deposit pending', you can add the email addresses for the young people but they will only get the email regarding roles once your Group/Unit has been accepted to Peak 2020 (i.e. deposit paid).

1. Go to our Group/Unit Booking.
2. Access the drop down menu under Group Booking tab on the top menu bar
3. A yellow triangle will have appeared under "Staff"
4. Click on this and add an email address for each of your Ranger/Explorers ( not a Group email but a personal one, otherwise, as leader, YOU will have to do all the applications)
5. Your Rangers/Explorers will then automatically get an email asking them to create their own user ID (name and password) and write a short personal statement about themselves. Note: your Group/Unit must have been ACCEPTED (i.e. deposit paid) for this process to be available
6. As their leader, you will be copied in to this email
7. Once they have done this they will be able to see all the roles that are available to them.
8. They can then apply for up to 3 roles.
9. Each role will ask them to say why they want to do this role at Peak.
10. Once they have applied the appropriate Team Leader/Manager/Director will review their application and respond accordingly.
11. Please note, the Group/Unit leader will be deemed to be the reference contact for all Ranger/Explorers applying for staff roles and may be contacted.

12. Once they are accepted, the Unit/Group leader will be copied in to the acceptance email.
13. IMPORTANT – Once a Ranger/Explorer has been ACCEPTED to a staff role, they CANNOT swap to another role.