PAAM V2.0 User Guide (Applicants) – General Info

These guidelines are intended to help you complete the Secure Online PAAM Application.

Please read these guidelines before you apply and follow the guidance carefully.

Please check that all sections of the application form have been completed before submission.

Please note that PAAM is used by a variety of organisations – the PAAM Application you complete may not include all of the sections/questions used as examples within this guide.

If you have any queries please contact the organisation you are applying to – you can find a link to their website via the PAAM login page.

PAAM V2.0 User Guide (Applicants) – Setup a PAAM Account

Click the "sign up to apply" button on the login page.

Enter your First name & Surname.

Select your gender; your email address*; and a password**.

*please be careful when entering your email address.

**the password must be at least 6 characters and is case sensitive.

Read any Terms & Conditions supplied by the organisation you are applying to.

If you agree; click "I Agree".

PAAM will send an email to the email account you specified so you can verify your email address. If you experience problems receiving the verification email please click the link on the login page titled "Trouble validating your email address?".

You need to click the link within the email to verify your email address and activate your PAAM account.

You may now login to your PAAM account via the login page to continue with your application.

PAAM V2.0 User Guide (Applicants) – Login & Overview

Once logged in you will be presented with your PAAM Overview. Your Overview shows any applications you have made, along with your current status for each application, the option to pay a deposit if applicable and the option to cancel an application.

Before you can apply you must update your profile by clicking the "profile" tab in the menu.

PAAM V2.0 User Guide (Applicants) – Personal Details

Place of birth: town OR city OR county OR country

Date of birth: DD-MM-YYYY

Marital Status: single OR married OR living with partner OR other

Nationality: country

NI Number (UK): national insurance number (to allow for a PNC/CRB check).

Passport Number: passport number (to allow for a PNC/CRB check).

National ID Number (non-UK): for non-UK nationals

Will you be a student on DD/MM/YYYY: yes/no

PAAM V2.0 User Guide (Applicants) – Languages

Please identify your first language and any other languages you speak (which would allow for you to assist festival goers in that language).

PAAM V2.0 User Guide (Applicants) – How did you find us?

How did you find out about this opportunity: please select from the options.

Any more details on how you found us: please give as much info as you can, especially if you have selected one of the "other" options.

PAAM V2.0 User Guide (Applicants) – Crew T-Shirt

Crew t-shirt size: small/medium/large/extra large/extra extra large

PAAM V2.0 User Guide (Applicants) – Contact Details

Phone number: your landline phone number (if you have one)

Mobile phone: your mobile phone number (if you have one)

Email address: pre-filled as this is also your username

Best method to contact you: email/post/text/phone/mobile/any (we prefer email)

PAAM V2.0 User Guide (Applicants) – Address

Address: this should be the address you are registered at for council tax, electoral role etc.

Please remember to update your address if you move **ESPECIALLY** if you move between college/university and your non term time address. Any wages and/or deposit returns may be posted to this address.

Address line 1: house number/name and street

Address line 2: area

Address line 3: city/town

County: county

Post Code: or similar e.g. zip code

Country: please select from the options

PAAM V2.0 User Guide (Applicants) – Next of Kin (emergency contact details)

First name: your next of kin's first name

Surname: your next of kin's surname

Phone number: your next of kin's primary phone number (can be either a landline or mobile)

Relationship with your next of kin: parent/sibling/guardian/partner/other

PAAM V2.0 User Guide (Applicants) – Additional Details

Please indicate if there is any further information we should know in the fields provided.

PAAM V2.0 User Guide (Applicants) – Experience

Please indicate if you have experience in any of the areas listed - you can add further detail in the field at the end of your profile page.

PAAM V2.0 User Guide (Applicants) – Qualifications

Please indicate if you have any of the qualifications listed - you can add further detail in the field at the end of your profile page.

PAAM V2.0 User Guide (Applicants) – Further Details

Please provide further details e.g. level of qualifications and if they are current, further details about your experience e.g. how many years and which companies you worked for.

PAAM V2.0 User Guide (Applicants) – Your photo

Please upload a photo to your profile to help us identify you and for your onsite ID card.

The photo can be uploaded at a later date.

The photo should be:

1. Colour passport style.
2. A recent and true likeness, showing the full face, with no hat, helmet or sunglasses, although you can wear everyday glasses if there is no reflection in the photograph.
3. Taken against a plain, evenly lit and light background.

Photo examples below:

Too Close	Headgear	Too Bright	Too Dark
Dark Background	Curtained Background	Shadows	Just right!
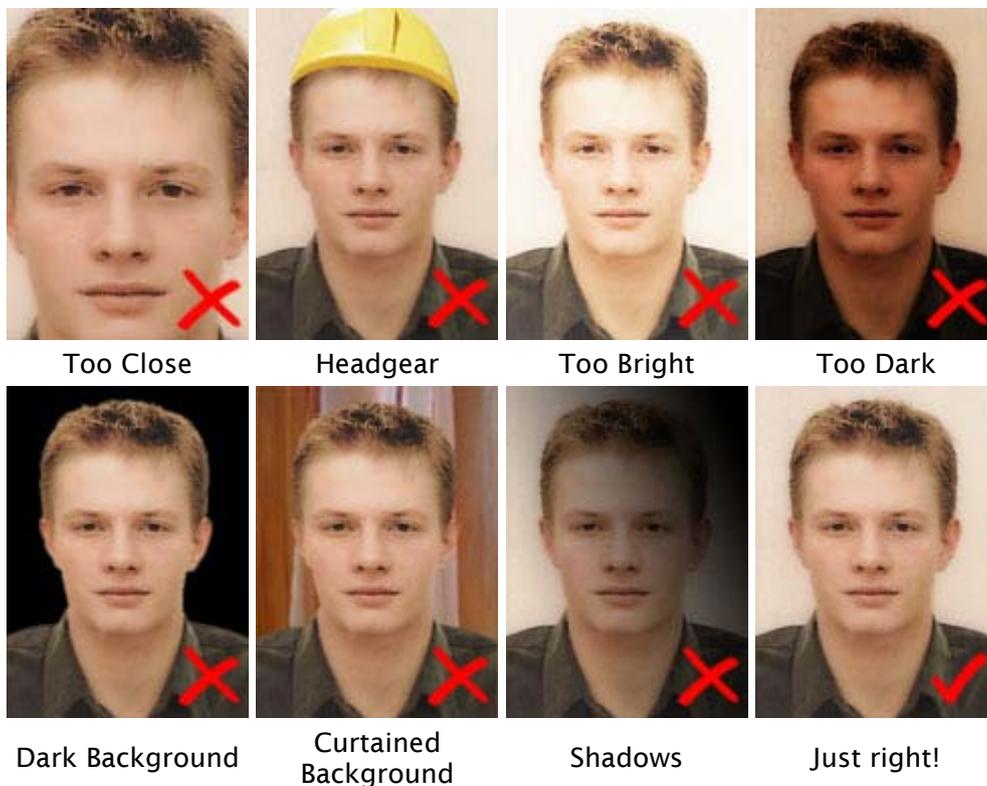
PAAM V2.0 User Guide (Applicants) – Check and Save your Profile

Please check the details you have entered carefully, if everything is correct please click "save changes".

You will now be transferred to your overview page.

PAAM V2.0 User Guide (Applicants) – Apply for Positions

To apply please click the "apply" tab.

You can apply by checking the box to the right of each listing.

If positions with clashing dates are selected you will be informed of this and asked to amend your selection.

When you have chosen all the positions you wish to apply to please click the "continue" button.

PAAM V2.0 User Guide (Applicants) – Deposit/Bond Payment

Following application if you are required to pay a refundable security deposit PAAM will advise you of this and the methods available for payment.

PAAM V2.0 User Guide (Applicants) – Application Completed

Following any deposit/bond payment your application is complete!

Please keep an eye on your PAAM Overview for updates to the status of each applications made.

PAAM V2.0 User Guide (Applicants) – What happens next

If you have any queries please contact the organisation you are applying to – you can find a link to their website via the PAAM login page.

You will receive emails from PAAM with further info…