Synchronicity Tours

Guide Onboarding Questionnaire

Please complete all sections below. Fields marked ‘Optional’ may be left blank.

CONTACT & LEGAL INFORMATION

Full Legal Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

Emergency Contact – Name & Phone: _____

NYC Sightseeing Guide License Number: _____

License Expiration Date: _____

Are you legally authorized to work as an independent contractor in the U.S.?

■ Yes ■ No

ONBOARDING PAPERWORK

Have you completed and signed the Guide Agreement?

■ Yes ■ No

Have you set up your Melio account and submitted your W-9?

■ Yes ■ No

Do you carry your own liability insurance?

■ Yes ■ No

If yes, please attach or email a certificate of insurance.

GUIDING EXPERIENCE & QUALIFICATIONS

Which language(s) are you fluent in? _____

What specialty tour(s) do you lead? _____

Years of tour guiding experience: _____

Which NYC boroughs/neighborhoods do you know best?

_____

Group size preference:

■ Comfortable with large groups (10+) ■ Prefer smaller/private groups ■ Both

Additional certifications (e.g. First Aid / CPR): _____

Reference – name & contact (previous guiding work):

_____

AVAILABILITY

How many days per week are you interested in working?

■ 1–2 ■ 3–4 ■ 5–6

Available days:

■ Mon ■ Tue ■ Wed ■ Thu ■ Fri ■ Sat ■ Sun

Available for weekend & holiday tours?

■ Yes ■ No

Boroughs willing to guide in:

■ Manhattan ■ Brooklyn ■ Queens ■ Bronx ■ Staten Island

SOCIAL MEDIA (OPTIONAL)

Instagram: _____

Facebook: _____

TikTok: _____

Photo/video of you guiding we could feature – please send via email or WhatsApp.

ACKNOWLEDGMENT

I confirm that the information provided above is accurate to the best of my knowledge.

Signature: _____ Date: _____