



DC Site Services - Application Guidelines - General Info

These guidelines are intended to help you complete the DC Site Services PAAM Online Festival Staff Application.

Please read them before you start 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 – not all organisations ask for all of the information below. If you don't see an area listed below on an application form it may be because those details are not required by the organisation you are applying to.

If you have any queries please contact DC Site Services via:

www.dcsiteservices.com/contact/

DC Site Services - Application Guidelines - Setup a PAAM Account

Click the "Signup" link on this page: <https://dcss.paamapplication.co.uk/>

Enter your First name & Surname as written on your birth or marriage certificate.

Enter 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 the Terms & Conditions and Code of Conduct, if you agree; click "I Agree".

The system will send an email to the email account you specified.

If you experience problems receiving the email please click the link on the main 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 account to continue with your application via:

<https://dcss.paamapplication.co.uk/>

DC Site Services - Application Guidelines - Login & Overview

Once logged in you will be presented with your overview page, this page shows any festivals you have applied to work at and their status.

Before you can apply to work at any festivals you must update your profile by clicking the "profile" tab in the menu.

DC Site Services - Application Guidelines - 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

Passport Number: passport number. So a Police National Computer (PNC) check can be performed



National ID Number: for non-UK nationals

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

[DC Site Services - Application Guidelines - 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.

[DC Site Services - Application Guidelines - 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)

[DC Site Services - Application Guidelines - 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

[DC Site Services - Application Guidelines - 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

[DC Site Services - Application Guidelines - Bank Account Details \(for wages and deposit returns\)](#)

Full name (as on account): your full name as it appears on your account

Bank / Building Society: the name of your bank or building society

Account Number: your bank / building society account number (should be an 8 digit number)

Sort Code: your bank / building society sort code (should be a 6 digit number)



DC Site Services - Application Guidelines - Additional Details

Special needs: please advise us if you have any special needs which may need to be catered for. Please include any disability, illness, injury, phobias, communication barriers, dietary requirements.

Transport: please advise us if you have your own transport and if you can offer a lift to others.

Car Registration: please enter the registration of the car you plan to drive to the festival (if applicable), so we can book a parking pass for you.

Permit/Visa: please advise us if you require a permit or visa to work in the UK. If you do please provide details.

Group: please advise us if you are applying as part of a group e.g. with friends / family / colleagues. If you are, please supply their name/s. We will do our best to put you all in the same team at the festival.

DC Site Services - Application Guidelines - Availability & Shifts

When are you available from: DD-MM

Are you willing to work night shifts: yes/no

DC Site Services - Application Guidelines - Experience

Please advise us if you have experience in any of the following roles - you can add further detail in the field further down the page.

Festival or Event Stewarding: yes/no

Other Stewarding: yes/no

Festival or Event Traffic Management: yes/no

Other Traffic Management: yes/no

Festival or Event Litter or Recycling: yes/no

Other Litter or Recycling: yes/no

Festival or Event Supervision (Small team 1>10 people): yes/no

Other Supervision (small team 1>10 people): yes/no

Festival or Event Supervision (medium team 11>25 people): yes/no

Other Supervision (medium team 11>25 people): yes/no

Festival or Event Supervision (large team 25+ people): yes/no

Other Supervision (large team 25+ people): yes/no

Festival or Event Management: yes/no

Other Management: yes/no

DC Site Services - Application Guidelines - Qualifications

Please advise us if you have any of the following qualifications - you can add further detail in the field further down the page.

First Aid / Medical: yes/no

SIA: yes/no

Forklift License: yes/no

HGV License: yes/no

DC Site Services - Application Guidelines - Further Details about your Experience & Qualifications

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

DC Site Services - Application Guidelines - Your photo

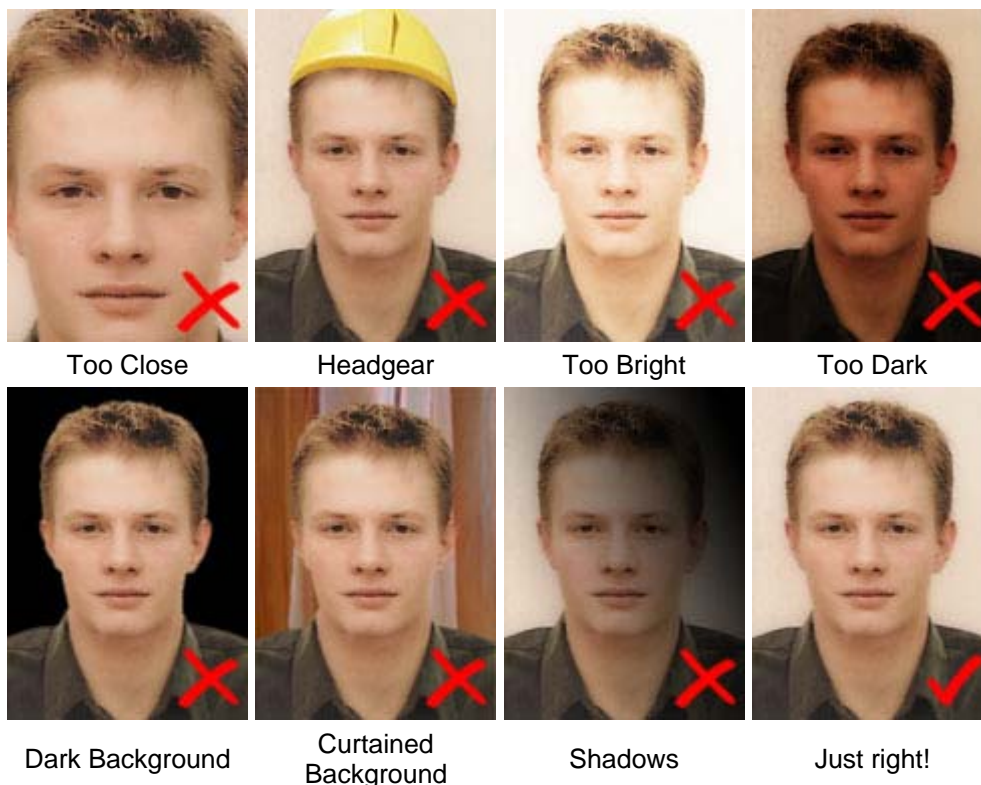
Please upload a photo to your profile to help us identify you and for your onsite ID card (event dependant).

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:



[DC Site Services - Application Guidelines - 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.

Please note the messages at the top of your overview page before you continue.

[DC Site Services - Application Guidelines - Apply for Festivals](#)

To apply for festivals please click the "apply" tab.

Please note the messages at the top of the apply page.

You can now select the festivals you wish to work at by checking the box to the right of each festival.

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

When you have selected all the festivals at which you wish to work, please click the "continue" button.

[DC Site Services - Application Guidelines - Deposit Payment](#)

Following application you will be advised of how to pay your refundable security deposit - please follow on-screen instructions.

[DC Site Services - Application Guidelines - Application Completed](#)

Following deposit payment your application is complete!

Please keep an eye on your PAAM overview page by logging into <https://dcss.paamapplication.co.uk/>

Your overview page will advise you of the status of each application, when festival positions have been offered, and when information about the festivals is available.

Once a position has been offered, please make sure you either **CONFIRM** or **CANCEL** each position ASAP - you can find further details about the application process on the DC Site Services website (www.dcsiteservices.com).

[DC Site Services - Application Guidelines - What happens next](#)

Please read the pages below for further information:

www.dcsiteservices.com/about/

www.dcsiteservices.com/terms_and_conditions/

www.dcsiteservices.com/faq/

www.dcsiteservices.com/news/

Please contact DC Site Services for further info:

www.dcsiteservices.com/contact/