

Caribbean Hotel & Tourism Association EDUCATION FOUNDATION
ENVIRONMENTAL INTERNSHIP
Application

Please sign below to show that if you are selected you will supply the following:

- 1 to 2-months after the Internship deliver an electronic report with photos to CHTAEF detailing what was learnt during the internship and what positive practical steps have been taken in your property and community

Signature: _____

Please use this as a checklist and include it with your application:

	Application submitted on time. Received at CHTAEF on or before March 30, 2011.
	Photo included.
	Permission Letter.
	A 300-word essay ,
	Three (3) references / recommendations submitted.
	Answered and submitted all segments of application forms.
	Signed the application.
	Endorsed by the National Hotel Association.
	Your name on each sheet in the space provided.
	A copy of your establishments CHTA Membership Certificate.

Electronic Submission Information:

Electronic or fax submission no later than MARCH 30th, 2011

chtaef@gmail.com or Fax to 305 716 9138

All email attachments or faxes MUST be correctly labeled with the Applicants Name/ Country /and specifically what is attached i.e.

Amanda Jones Bahamas Photo

Amanda Jones Bahamas Environmental Internship Application Form

Amanda Jones Bahamas Employer Reference etc.

Please note that attachments not labeled as requested above will be DELETED and NOT registered.

If you apply before March 5th 2011 and your attachments are incorrectly labeled we will email you requesting you to correctly label and resubmit your application. If you apply after March 5th we are unable to offer this electronic reminder service.

An example of **incorrect attachment** labeling would be:

DS00941.jpeg

24January2011DearMs.doc. etc

Please see detailed notes on the Information Sheet and website.

For further information you may contact us on Email: chtaef@gmail.com

Tel: 305-767 4211 or Website: www.chtaeducationfoundation.com

Name of applicant _____ *complete on each page.*



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Please attach additional pages if required

ENVIRONMENTAL INTERNSHIP Application

MISSION STATEMENT

"To foster a world-class force of Caribbean professionals in hospitality by providing development opportunities through scholarships, grants, and career awareness."

Guidelines:

Please type clearly.

- Make sure you complete this application fully, with all the information requested.
- Make sure you give full current contact details including an email address.
- Incomplete application forms without proper and full contact details will be disqualified.



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Logistics provided by our Environmental Partner (you could be headed to the Dominican Republic or Aruba or Canada)

- Simple Food & Board provided (*can be rustic staff quarters*)
- Ground transportation to & from place of work
- CHTAEF will provide assistance of up to US\$1,000 for airfare & visa expenses.

Your Responsibilities:

- Obtaining and purchasing any necessary visa(s) *Many of our partners require flights that connect in Miami so an American visa is required*
- Please download our info sheet on the application page of our website.
- Purchasing any necessary medical vaccinations and medications etc.
- Using a digital camera to record your internship.
- Having necessary clothing and equipment: laptop/digital camera/sneakers/shorts/ T-Shirts/Swimwear/smart casual Khakis or pants/1 formal attire Jacket, Suit or Dress etc.

Scope of the internship includes:

- Working on the floor in various departments as a staff member
- Attending staff orientation & on-going training wherever possible
- Learning Service Quality control practices
- Working with the Sustainable Practices Division in a variety of roles
- Potential to live within a local indigenous community and participate in outreach projects
-

Requirements

Be a Caribbean National employed at a CHTA member-property that wishes to begin or continue your sustainable & responsible tourism journey and will utilize the skills and knowledge gained in a practical manner on return to your own community & property

Submit 300 word essay on why Sustainability & Responsible Tourism is important and how it will improve your island / community / resort or hotel

Submit details of hotel & community projects you have participated in that show your commitment to changing the way we do business to a more green, sustainable focus.

Name of applicant _____ *complete on each page.*



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APPLICANT INFORMATION:

Name: _____

Mailing Address: _____

Tel: _____ Mobile: _____

Email: _____ Fax: _____

Where were you born? _____

What is your nationality? _____

Employed by:

Name of CHTA hotel or business: _____

Address: _____

Tel: _____ Fax: _____

Immediate supervisor: _____ Email: _____

Work Experience - Begin with most recent

Name of employer and country	Dates (from – to)	Job title

Name of applicant _____ *complete on each page.*



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Education / Studies - From secondary education onward, begin with most recent – Please list any training courses you have taken. *If you left school without academic success but work in the industry, this will not negatively impact your application.*

Name of school	Dates (from - to)	Courses taken	Level of achievement (grades)

Your personal environmental commitments & actions at your workplace:

**Community and / or environmental achievements, knowledge, clubs etc.
Professional and / or relevant memberships / awards or accomplishments /**

Name of applicant _____ *complete on each page.*



ENVIRONMENTAL INTERNSHIP Application

Please attach the following documentation to your application form:

DOCUMENTATION

Permission Letter

Please attach a letter from your Owner, General Manager or Human Resources Manager granting permission for you to travel and participate in the CHTAEF Environmental Internship should you be successful. The letter must state:

- Preferred dates for 4 week internship (first and second choices) as past experience shows an internship of less than 4 weeks is not complete or rewarding.
- Agreement from employer to grant leave of absence
- Acknowledgement from employer that the Internship does not pay you any money but covers your room & board, ground transportation to and from work at our Environmental Partners base and up to US\$1,000 airfare & visa expenses allowance

Property Responsible Tourism Statement

A statement from your General Manager or Environmental Leader that notes your properties sustainable, environmental and social outreach activities and how your property will use the interns knowledge on their return. Photographs, awards etc. can be included.

Scholarship request essay

Submit a 300 word essay on why sustainability, being environmentally aware and eco-smart in what we do in our properties along with practicing strong community outreach is important and how it will improve your island / community / resort or hotel. If you have literacy challenges, please have someone scribe your thoughts and sign the essay with their name, date and that they scribed.

References

Supply TWO reference letters/emails to support your application.

- One reference from your current employer stating how specifically you are involved with environmental / social / community issues at your property
- One should be from a hotel/tourism customer, which could be in the form of a "thank you" letter

CERTIFICATION

I hereby acknowledge that the information submitted herein is true, correct, and complete.

I have personally completed this application form or _____(name) has scribed for me.

Applicant's name (print): _____

Signature: _____ Date: _____

Statement of Endorsement

National Hotel Association: (see listing at the end of this form)

We support this application and confirm the establishment is a CHTA member.

Association's name: _____

Executive's name: _____

Signed: _____ Date: _____

Name of applicant _____ complete on each page.



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ANGUILLA HOTEL & TOURISM ASSOCIATION

T: 264-497-2944, F: +264-497-3091
Email: ahta@anguillanet.com
W: www.ahta.ai

ANTIGUA HOTELS & TOURIST ASSOCIATION

T: 268-462-0374/3703, F: 268-462-3702
Email: ahta@candw.ag
W: www.antigua-hotels.org

ARUBA HOTEL & TOURISM ASSOCIATION

T: 297-582-2607, F: +297-582-4202
W: www.ahata.com

BVI CHAMBER OF COMMERCE & HOTEL ASSOCIATION

T: 284-494-3514, F: 284-494-6179
Email: ahenry@bviccha.org
W: www.bviccha.com

BAHAMAS HOTEL ASSOCIATION

T: 242-322-8381, F: 242-502-4219
Email: fcomito@bahamashotels.org
W: www.bhahotels.com

THE BARBADOS HOTEL & TOURISM ASSOCIATION

T: 246-426-5041, F: 246-429-2845
Email: info@bhata.org
W: www.bhata.org

BELIZE HOTEL ASSOCIATION

T: 501-223-0669, F: +501-223-0669
Email: bha@btl.net
W: www.belizehotels.org

BERMUDA HOTEL ASSOCIATION

T: 441-295-2127, F: 441-292-6671
Email: bha@experiencebermuda.com
W: www.experiencebermuda.com

BONAIRE HOTEL & TOURISM ASSOCIATION

T: 599-717-5134, F: +599-717-8534
Email: info@bonhata.org
W: www.infobonaire.com

ASOCIACION DE HOTELES DE QUINTANA ROO, A.C.

T: 52-998-881-8730 to 39, F: +52-998-887-7683
Email: direccionejecutiva@ahqr.com.mx
W: www.ahqr.com.mx

CAYMAN ISLANDS TOURISM ASSOCIATION

T: 345-949-8522, F: 345-946-8522
Email: cita@candw.ky
W: www.cita.ky

ASOCIACION DE HOTELES DE COZUMEL

T: 52-987-8723132, F: +52-987-8722809
Email: ahotels@islacozumel.com.mx
W: www.islacozumel.com.mx

CURAÇAO HOSPITALITY & TOURISM ASSOCIATION

T: 599-9-465-1005, F: +599-9-465-1052
Email: information@chata.org
W: www.chata.org

DOMINICA HOTEL & TOURISM ASSOCIATION

T: 767-440-3430 /3431
Email: dhata@cwdom.dm
W: www.dhta.org

ASOCIACION NACIONAL DE HOTELES & RESTAURANTES - DOM. REPUBLIC

T: 809-368-4676, F: 809-368-5511
Email: asonahores@codetel.net.do
W: www.drhotels.com

GRENADA HOTEL & TOURISM ASSOCIATION

T: 473-444-1353, F: 473-444-4847
Email: grenhota@caribsurf.com
W: www.grenadahotelsinfo.com

ASSOCIATION DES PROFESSIONNELS DE L'HOTELLERIE ET DU TOURISME

T: 590-5 90 84 71 22, F: +590-5 90 84 71 22
Email: imc@im-caraibes.com

TOURISM & HOSPITALITY ASSOCIATION OF GUYANA

T: 592-225-0807/6696, F: +592-225-0817
Email: thag@networksgy.com
W: www.exploreGuyana.com

ASSOCIATION TOURISTIQUE D'HAÏTI

T: 509-256-5209/ 510-4746, F: +509-257-4134
Email: ath_haiti@yahoo.com

JAMAICA HOTEL & TOURIST ASSOCIATION

T: 876-926-3635, F: 876-929-1054
Email: info@JHTA.org
W: www.jhta.com

CLUB DES HOTELIERS DE LA MARTINIQUE

T: 5 96 76 75 75, F: +5 96 76 97 13
Email: infos@cphm.com
W: www.cphm.com

MONTSERRAT TOURIST BOARD

c/o Vue Pointe Hotel PO Box 65 Montserrat WI
T: 664-491-5210, F: 664-491-4813
Email: mrattouristboard@candw.ms
W: www.visitmontserrat.com

PUERTO RICO HOTEL & TOURISM ASSOCIATION

T: 787-758-8001, F: 787-758-8091
Email: info@prhta.org
W: www.prhta.org

ASOCIACION DE HOTELES DE LA RIVIERA MAYA A.C.

T&F: +52-984-859-2234/2275/2276
Email: direccion@rivieramaya.org.mx
W: www.rivieramaya.org.mx

ASSOCIATION DES HOTELIERS DE ST. BARTHELEMY

T: 590-590-27-55-56, F: +590-590-27-55-57
Email: hotels.stbarth@wanadoo.fr
W: www.stbarth-hotels.com

ST. KITTS AND NEVIS HOTEL & TOURISM ASSOCIATION

T: 869-465-5304, F: 869-465-7746
Email: stkitnevhta@caribsurf.com

ST. LUCIA HOTEL & TOURISM ASSOCIATION

T: 1 758 453 6266, F: 758-452-5967
Email: slhta@candw.lc
W: www.stluciatravel.com.lc

ST. MAARTEN HOSPITALITY & TRADE ASSOCIATION

T: 599-542-0108, F: +599-542-0107
Email: info@shta.com
W: www.shta.com

ASSOCIATION DES HOTELIERS DE ST. MARTIN

T: 590-590-87-13-00, F: +590-590-87-13-01
Email: aahsm@domaccess.com

ST. VINCENT & THE GRENADINES HOTEL & TOURISM ASSOCIATION

T: 784-458-4379, F: 784-456-4456
Email: office@svghotels.com
W: www.svghotels.com

SURINAME HOTEL ASSOCIATION

T: 597-424631, F: +597-424790
Email: melisa.redjosentono@zeelandiasuites.com

TOBAGO HOTEL & TOURISM ASSOCIATION

T: 868-639-9543, F: 868-639-9543
Email: thtatob@tstt.net.tt

TRINIDAD HOTELS, RESTAURANT & TOURISM ASSOCIATION

T: 868-634-1174/1175, F: 868-634-1176
Email: info@tnhotels.com
W: www.tnhotels.com

TURKS & CAICOS HOTEL & TOURISM ASSOCIATION

T: 649-941-5787, F: 649-946-4001
Assoc Email: caesar@turksandcaicoshta.com
W: www.turksandcaicoshta.com

US VIRGIN ISLAND HOTEL & TOURISM ASSOCIATION

T: 340-774-6835/7305 F: 340-774-4993
Email: rik@virgin-islands-hotels.com
W: www.virgin-islands-hotels.com

Name of applicant _____

complete on each page.



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