

# Caribbean Hotel & Tourism Association EDUCATION FOUNDATION WORK EXPERIENCE 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 or print clearly.

- Make sure you complete this application fully, with all the information requested.
- Send all items electronically.
- 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

- If you are successful in your work experience application, CHTAEF will provide a contribution to your airfare & departure taxes.
- You are responsible for any other related expenses associated with the work experience opportunity that you have chosen including but not limited to visa, accommodation, food & beverage etc.

### Work Experience Partner

Preference is given to CHTA member establishments with proven excellence in the area you wish to ‘shadow’ & train in. When submitting your application be sure to complete the Work Experience Partner details specifically and accurately.

Work Experience Property Name:	
General Manager – Name:	
Department Name:	
Head of Department: Name, title & email address:	
Length of Work Experience being offered:	
Are GM / Head of Department willing to submit a report AFTER the work experience to CHTAEF and your property GM?	
Outline the scope of the work experience:	

### Requirements

**Be a Caribbean National employed at a CHTA member-property** that wishes to begin or continue your skills & knowledge journey to excellence in your chosen field and you will utilize the skills learned in a practical manner on return to your own community & property

**Submit 200 word essay** on why your chosen area of hospitality excellence is important and how your work experience will benefit and improve your property.

**Submit details of hotel, community projects & training courses you have participated in** that show your commitment to your chosen area and your community.

Name of applicant \_\_\_\_\_ *complete on each page.*



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*Please attach additional pages if required*

# WORK EXPERIENCE Application

## 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)

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

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Name of applicant \_\_\_\_\_ *complete on each page.*



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# WORK EXPERIENCE Application

Please submit the following electronically:

## 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 Work Experience opportunity. The letter must state:

- Agreement from employer to grant leave of absence
- Acknowledgement from employer that the CHTAEF award does not pay you any money but contributes to your airfare and departure taxes.
- Acknowledgement that any other Work Experience related expenses will be the responsibility of the applicant / employer.

### Work Experience Offer Letter

A letter on headed paper offering you dates for a Work Experience opportunity and stating the following clearly:

- Scope of the Work Experience being offered
- Direct Supervisor/Manager Name & Email
- Willingness to submit a simple report to your property GM & CHTAEF within 2-weeks of the Work Experience completion.

### Scholarship request essay

Submit a 200 word essay on why you are passionate about your chosen area of work and how the Work Experience will positively impact you and your department on your return to your property.

### References

Supply **THREE** reference letters/emails to support your application.

- One reference from your current employer stating how you contribute to your department & the hotel
- One should be from a hotel/tourism customer, which could be in the form of a "thank you" letter
- One should be from your Department Head or Supervisor as a professional character reference.

## 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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## WORK EXPERIENCE Application

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

- Prepare and submit an electronic report within a month of your Work Experience that details what you learned and how you are able to use that on your own property along with photographs of you 'in action' during your Work Experience.

Signature: \_\_\_\_\_

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

	Electronic Application submitted on time. <b>Received at CHTAEF on or before March 30, 2011.</b>
	Photo – head & shoulders.
	Permission Letter.
	Work Experience – offer letter from the Property you are visiting.
	A 200-word essay.
	Three (3) references / recommendations submitted.
	Answered and submitted all segments of application form.
	Signed the application.
	Endorsed by the National Hotel & Tourism 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](mailto: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 Work Experience 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 5<sup>th</sup> 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 5<sup>th</sup> 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](mailto:chtaef@gmail.com)

Tel: 305-767 4211 or Website: [www.chtaeducationfoundation.com](http://www.chtaeducationfoundation.com)

Name of applicant \_\_\_\_\_ *complete on each page.*



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# WORK EXPERIENCE Application

## 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.antiguahotels.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: ahoteles@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@cphtrm.com  
W: www.cphtrm.com

## MONTSERRAT TOURIST BOARD

c/o Vue Pointe Hotel PO Box 65 Montserrat WI  
T: 664-491-5210, F: 664-491-4813  
Email: mratttouristboard@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: tthatob@tstt.net.tt

## TRINIDAD HOTELS, RESTAURANT & TOURISM ASSOCIATION

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