

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

- Make sure you complete this application fully, with all the information requested.
- Do not submit original certificates or awards.
- 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 Yucatan Holidays

- Food & Board provided
- Ground transportation to & from place of work provided
- CHTAEF will provide a contribution to airfare from following countries to Cancun, Mexico.

Countries	Air Fare Contribution US\$
Puerto Rico	450
USVI	550
Bahamas, Cayman Islands, Jamaica, Turks & Caicos	650
Aruba, Bonaire, Curacao, Dominican Republic, Trinidad & Tobago	700
Bermuda, St. Maarten/St. Martin	750
Anguilla, Barbados, BVI, Haiti, St Kitts & Nevis	800
Antigua, Belize, Dominica, Grenada, Guadeloupe, Guyana, Martinique, Montserrat, St. Lucia, St Vincent & Grenadines, Suriname	900

### Scope of the internship provided by Yucatan Holidays to include:

- Working on the floor in various departments of Yucatan Holidays properties as a staff member
- Attending staff orientation & on-going training wherever possible
- Attend Spanish conversation classes
- Learning Service Quality control practices
- Working with the Sustainable Practices Division in a variety of roles
- Potential to live within a Mayan community and work with KANCHE project

### 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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*Please attach additional pages if required.*

# GENERAL INTERNSHIP 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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# GENERAL INTERNSHIP Application

**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, you can still apply for an internship.*

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

**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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# GENERAL 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 Yucatan Holidays Internship should you be successful. The letter must state:

- Preferred dates for 4-week internship (first and second choices)
- 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 and a US\$ airfare allowance (see table on page 1).

### 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 the 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 difficulties, please have someone scribe your thoughts and sign the essay with their name, date and that they scribed.

### References

Supply **THREE** 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 guest, which could be in the form of a "thank you" letter
- One should be from a community organization stating how you are involved with them and what you have done OR from a peer as a 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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# GENERAL INTERNSHIP Application

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

- Prepare and send an electronic "Diary from the Mexican Caribbean" column, with photos, every 2-weeks to the national newspaper of your home country
- 3-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:

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

	Application submitted on time. <b>Received at CHA on or before March 16, 2009.</b>
	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.

## Submission Information:

Application must be received in Miami at the Caribbean Hotel & Tourism Association EDUCATION FOUNDATION no later than **March 16, 2009.**

Send completed application form to:

### **INTERNSHIP**

Caribbean Hotel & Tourism Association  
EDUCATION FOUNDATION  
2655 Le Jeune Road, Suite 910  
Coral Gables, FL 33134, USA

For further information you may contact us at:

Tel: 305-443 3040, Fax: 786-513 7795

Email: [foundation@caribbeanhotelandtourism.com](mailto:foundation@caribbeanhotelandtourism.com)

Website: <http://caribbeanhotelandtourism.com/CHTAEFabout.php>

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



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*Please attach additional pages if required.*

# GENERAL INTERNSHIP 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@bhta.org

W: www.bhta.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

## CURACAÛ 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@codotel.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@tslt.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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