

Caribbean Hotel & Tourism Association EDUCATION FOUNDATION  
**YUCATAN HOLIDAYS GENERAL INTERNSHIP Application**

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

- Prepare and submit an electronic “Diary from the Mexican Caribbean” column, with photos, on completion of the internship, 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: \_\_\_\_\_

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

	Electronic Application submitted to CHTAEF <b>before March 12, 2010.</b>
	Photo submitted electronically – clearly saved as your name & country.
	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.
	Electronic copy of your establishments CHTA Membership Certificate.

**Submission Information: CHTAEF is paperless from 2010**

This full application must be received electronically by the CHTAEF before **March 12, 2010.**

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

**You may send your application to us by using the checklist above and submitting application form and attachments – each attachment must be saved with your name & what it is – alternatively you may scan your completed application form with attachments in the order shown on the checklist above and email as one document saved as your name & type of application. IMPORTANT:** email subject line to read GENERAL INTERNSHIP & Your Name.

*You may also FAX your application to us as +1 305-716 9138*

For further information you may contact us by email as shown above or Monday to Friday, 9am-noon Eastern Caribbean Time on +1 305 767 4211 or Skype caribbeaneducationfoundation

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



# Caribbean Hotel & Tourism Association EDUCATION FOUNDATION YUCATAN HOLIDAYS 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.
- Make sure you give full current contact details including an email address.
- Incomplete application forms without proper and full contact details will be disqualified.
- **Please download our Yucatan Holidays Interns Info-Sheet from the website application page.**



CARIBBEAN  
HOTEL & TOURISM  
ASSOCIATION  
EDUCATION FOUNDATION

### Logistics provided by Yucatan Holidays

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

Countries	Air Fare Contribution US\$
Bahamas, Cayman Islands, USVI	500
Aruba, Bermuda Jamaica, Turks & Caicos, Bonaire, Curacao, Dominican Republic, Trinidad & Tobago, Puerto Rico	700
Anguilla, Barbados, BVI, Haiti	800
Antigua, Belize, Dominica, Grenada, Guadeloupe, Guyana, Martinique, Montserrat, St. Lucia, St. Vincent & Grenadines, St. Maarten, St. Martin, St. Kitts and Nevis, Suriname	900

### You are responsible for:

- Obtaining and purchasing your Mexican Visa
- Obtaining and Purchasing a USA Visa (all flights go through the USA)
- Purchasing 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

### 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
- 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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**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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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) 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 in Mexico 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 challenges, 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.*



# Caribbean Hotel & Tourism Association EDUCATION FOUNDATION

## YUCATAN HOLIDAYS GENERAL INTERNSHIP Application

**ANGUILLA HOTEL & TOURISM ASSOCIATION**

T: 264-497-2944, F: +264-497-3091  
 Email: [ahta@anguillanet.com](mailto:ahta@anguillanet.com)  
 W: [www.ahta.ai](http://www.ahta.ai)

**ANTIGUA HOTELS & TOURIST ASSOCIATION**

T: 268-462-0374/3703, F: 268-462-3702  
 Email: [ahta@candw.ag](mailto:ahta@candw.ag)  
 W: [www.antiguahotels.org](http://www.antiguahotels.org)

**ARUBA HOTEL & TOURISM ASSOCIATION**

T: 297-582-2607, F: +297-582-4202  
 W: [www.ahata.com](http://www.ahata.com)

**BVI CHAMBER OF COMMERCE & HOTEL ASSOCIATION**

T: 284-494-3514, F: 284-494-6179  
 Email: [ahenry@bviccha.org](mailto:ahenry@bviccha.org)  
 W: [www.bviccha.com](http://www.bviccha.com)

**BAHAMAS HOTEL ASSOCIATION**

T: 242-322-8381, F: 242-502-4219  
 Email: [fcomito@bahamashotels.org](mailto:fcomito@bahamashotels.org)  
 W: [www.bhahotels.com](http://www.bhahotels.com)

**THE BARBADOS HOTEL & TOURISM ASSOCIATION**

T: 246-426-5041, F: 246-429-2845  
 Email: [info@bhta.org](mailto:info@bhta.org)  
 W: [www.bhta.org](http://www.bhta.org)

**BELIZE HOTEL ASSOCIATION**

T: 501-223-0669, F: +501-223-0669  
 Email: [bha@btln.net](mailto:bha@btln.net)  
 W: [www.belizehotels.org](http://www.belizehotels.org)

**BERMUDA HOTEL ASSOCIATION**

T: 441-295-2127, F: 441-292-6671  
 Email: [bha@experiencebermuda.com](mailto:bha@experiencebermuda.com)  
 W: [www.experiencebermuda.com](http://www.experiencebermuda.com)

**BONAIRE HOTEL & TOURISM ASSOCIATION**

T: 599-717-5134, F: +599-717-8534  
 Email: [info@bonhata.org](mailto:info@bonhata.org)  
 W: [www.infobonaire.com](http://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](mailto:direccionejecutiva@ahqr.com.mx)  
 W: [www.ahqr.com.mx](http://www.ahqr.com.mx)

**CAYMAN ISLANDS TOURISM ASSOCIATION**

T: 345-949-8522, F: 345-946-8522  
 Email: [cita@candw.ky](mailto:cita@candw.ky)  
 W: [www.cita.ky](http://www.cita.ky)

**ASOCIACION DE HOTELES DE COZUMEL**

T: 52-987-8723132, F: +52-987-8722809  
 Email: [ahoteles@islacozumel.com.mx](mailto:ahoteles@islacozumel.com.mx)  
 W: [www.islacozumel.com.mx](http://www.islacozumel.com.mx)

**CURACAO HOSPITALITY & TOURISM ASSOCIATION**

T: 599-9-465-1005, F: +599-9-465-1052  
 Email: [information@chata.org](mailto:information@chata.org)  
 W: [www.chata.org](http://www.chata.org)

**DOMINICA HOTEL & TOURISM ASSOCIATION**

T: 767-440-3430 /3431  
 Email: [dhta@cwdom.dm](mailto:dhta@cwdom.dm)  
 W: [www.dhta.org](http://www.dhta.org)

**ASOCIACION NACIONAL DE HOTELES & RESTAURANTES - DOM. REPUBLIC**

T: 809-368-4676, F: 809-368-5511  
 Email: [asonahores@codetel.net.do](mailto:asonahores@codetel.net.do)  
 W: [www.drhotels.com](http://www.drhotels.com)

**GRENADA HOTEL & TOURISM ASSOCIATION**

T: 473-444-1353, F: 473-444-4847  
 Email: [grenhota@caribsurf.com](mailto:grenhota@caribsurf.com)  
 W: [www.grenadahotelsinfo.com](http://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](mailto:imc@im-caraibes.com)

**TOURISM & HOSPITALITY ASSOCIATION OF GUYANA**

T: 592-225-0807/6696, F: +592-225-0817  
 Email: [thag@networksgy.com](mailto:thag@networksgy.com)  
 W: [www.exploreGuyana.com](http://www.exploreGuyana.com)

**ASSOCIATION TOURISTIQUE D'HAITI**

T: 509-256-5209/ 510-4746, F: +509-257-4134  
 Email: [ath\\_haiti@yahoo.com](mailto:ath_haiti@yahoo.com)

**JAMAICA HOTEL & TOURIST ASSOCIATION**

T: 876-926-3635, F: 876-929-1054  
 Email: [info@JHTA.org](mailto:info@JHTA.org)  
 W: [www.jhta.com](http://www.jhta.com)

**CLUB DES HOTELIERS DE LA MARTINIQUE**

T: 5 96 76 75 75, F: +5 96 76 97 13  
 Email: [infos@cphtm.com](mailto:infos@cphtm.com)  
 W: [www.cphtm.com](http://www.cphtm.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](mailto:mrattouristboard@candw.ms)  
 W: [www.visitmontserrat.com](http://www.visitmontserrat.com)

**PUERTO RICO HOTEL & TOURISM ASSOCIATION**

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 Email: [info@prhta.org](mailto:info@prhta.org)  
 W: [www.prhta.org](http://www.prhta.org)

**ASOCIACION DE HOTELES DE LA RIVIERA MAYA A.C.**

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**ASSOCIATION DES HOTELIERS DE ST. BARTHELEMY**

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 Email: [hotels.stbarth@wanadoo.fr](mailto:hotels.stbarth@wanadoo.fr)  
 W: [www.stbarth-hotels.com](http://www.stbarth-hotels.com)

**ST. KITTS AND NEVIS HOTEL & TOURISM ASSOCIATION**

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 W: [www.stluciatravel.com.lc](http://www.stluciatravel.com.lc)

**ST. MAARTEN HOSPITALITY & TRADE ASSOCIATION**

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 Email: [info@shta.com](mailto:info@shta.com)  
 W: [www.shta.com](http://www.shta.com)

**ASSOCIATION DES HOTELIERS DE ST. MARTIN**

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**ST. VINCENT & THE GRENADINES HOTEL & TOURISM ASSOCIATION**

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 Email: [office@svghotels.com](mailto:office@svghotels.com)  
 W: [www.svghotels.com](http://www.svghotels.com)

**SURINAME HOTEL ASSOCIATION**

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**TOBAGO HOTEL & TOURISM ASSOCIATION**

T: 868-639-9543, F: 868-639-9543  
 Email: [tthatob@tsit.net.tt](mailto:tthatob@tsit.net.tt)

**TRINIDAD HOTELS, RESTAURANT & TOURISM ASSOCIATION**

T: 868-634-1174/1175, F: 868-634-1176  
 Email: [info@tlnhotels.com](mailto:info@tlnhotels.com)  
 W: [www.tlnhotels.com](http://www.tlnhotels.com)

**TURKS & CAICOS HOTEL & TOURISM ASSOCIATION**

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 W: [www.turksandcaicoshta.com](http://www.turksandcaicoshta.com)

**US VIRGIN ISLAND HOTEL & TOURISM ASSOCIATION**

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 W: [www.virgin-islands-hotels.com](http://www.virgin-islands-hotels.com)

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

