

Caribbean Hotel & Tourism Association EDUCATION FOUNDATION
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. Received at CHTA Education Foundation BEFORE March 12, 2010.
	Photo submitted electronically – clearly saved as your name & country.
	Permission Letter.
	Work Experience Property Offer Letter.
	Airfare Quote in US\$ _____ Departure Tax in US\$ _____ (submit quote from airline or travel agent)
	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 Association.
	Your name on each sheet in the space provided.
	Electronic copy of your establishments CHTA Membership Certificate.

Electronic Submission Information:

Electronic or fax submission before MARCH 12, 2010

CHTAEF does not accept hard-copy applications. Please ask your property for assistance if you do not have access to a computer.

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 Type of Application & 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.*



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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.



CARIBBEAN
HOTEL & TOURISM
ASSOCIATION
EDUCATION FOUNDATION

Logistics

- If you are successful in your work experience application, CHTAEF will provide a significant 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 – Please source your work experience property.

Preference 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 table below:

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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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

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

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 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 guest, 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 on next page)

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.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: dhta@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'HAITI

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: tthatob@tsit.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
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US VIRGIN ISLAND HOTEL & TOURISM ASSOCIATION

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

Name of applicant _____

complete on each page.

