

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

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

- Write & Submit a Project Report with photographs based on your Internship for assessment at your educational institution
- Send Project report and copy of achieved score to CHTAEF
- Prepare and send an electronic “Diary from the Mexican Caribbean” column, with photos, every month to the national newspaper of your Caribbean home country and copy CHTAEF

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

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

	Application submitted electronically <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.
	Electronic copy of GPA Scores to date.
	Electronic copy of score and content of sustainability / environmental module.
	Signed the application.
	Endorsed by the National Hotel Association.
	Your name on each sheet in the space provided.

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

This full application must be received electronically by 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 ACADEMIC 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 ACADEMIC 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.



### 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\$
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 300-hour 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 full-time student** in International Tourism, Sustainable Tourism & Hospitality Management, Natural Resource Management and / or Hospitality Management (with sustainable focus – mandatory or elective sustainable / environmental module at minimum))

**Submit 300 word essay** on why Sustainability & Responsible Tourism is important and how it will improve your island / community / tourism & hospitality product

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

**Submit copies of GPA scores to date and description, with scores, of your sustainable / environmental module.**

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



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

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Where were you born? \_\_\_\_\_

What is your nationality? \_\_\_\_\_

**EDUCATIONAL INSTITUTION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Student Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Name of degree course: \_\_\_\_\_

Will you be interning in second or third year of your studies? \_\_\_\_\_

At September 2010 which year will you be in? 1 or 2 or 3 ? \_\_\_\_\_

**Education / Studies** - From secondary education onward, begin with most recent

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

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



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

**Work Experience** - Begin with most recent

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

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

---

---

---

---

---

---

---

---

---

---

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



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

Please attach the following documentation to your application form:

**DOCUMENTATION**

**Permission Letter**

**Please attach a letter from your Student Advisor granting permission for you to travel and participate in the Yucatan Holidays Internship should you be successful. The letter must state:**

- Preferred dates for 8-week internship (first and second choices)
- Agreement from Student Advisor on behalf of educational institution to grant leave of absence
- Acknowledgement from Student Advisor 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).

**Scholarship request essay**

Submit a 300 word essay on why sustainability, being environmentally aware and eco-smart in what we do on our islands & in our properties along with practicing strong community outreach is important. How will responsible tourism improve your island / community &/or hotel products & /or services.

**References**

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

- One reference from your Student Advisor stating how specifically you are involved with environmental / social / community issues at college / university.
- One should be from a community organization or campus environmental group stating how you are involved with them and what you have done
- One should be from a person from your Caribbean nation commenting on your environmental / community outreach activities and your character

**Copies of your GPA scores to date and previous degree attainment if applicable**  
**Outline of the sustainability / environmental module(s) you have taken and your score(s)**

**CERTIFICATION**

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

**I have personally completed this application form.**

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 student is a national of our country.*

Association's name: \_\_\_\_\_

Executive's name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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



# Caribbean Hotel & Tourism Association EDUCATION FOUNDATION

## YUCATAN HOLIDAYS ACADEMIC 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: fcomilo@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@btll.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

### CURACAO 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'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@cphtm.com  
 W: 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  
 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@rivieramayay.org.mx  
 W: www.rivieramayay.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.

