

# HOSPITALITY ACADEMY

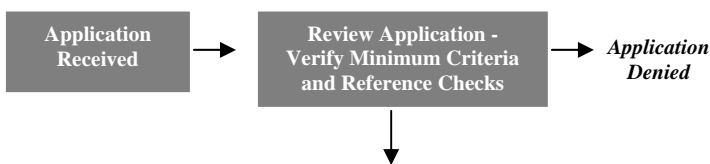
## APPLICATION

KALAMAZOO VALLEY COMMUNITY COLLEGE

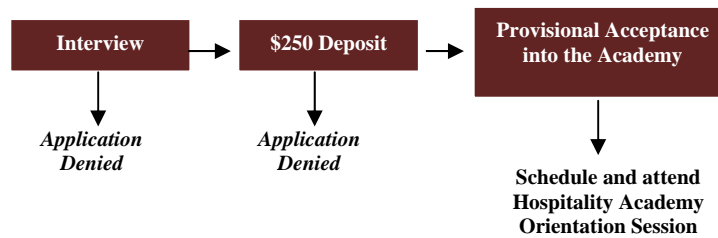
The Hospitality Training Program was developed in partnership with hospitality industry leaders and the American Hotel & Lodging Association (AH&LA), the world leader in hospitality education. This program reflects the most current industry practices and trends and allows students who successfully complete the program to earn a globally recognized certificate of completion from the AH&LA. This intensive training program requires a daytime commitment for 7 weeks.

**Fifteen (15)** seats are available in this academy. We require an application, references, and interview for consideration. The Hospitality Academy staff selects candidates based on feedback from industry representatives regarding the qualities they look for in employees. There are several steps to the application process. Michigan Technical Education Center (M-TEC) at Kalamazoo Valley Community College will notify candidates by mail, should their application be denied for any reason. Applications will be reviewed to determine whether the candidate meets the minimum criteria for consideration. Candidates will receive additional instruction for the remaining steps in the application process after this initial screening.

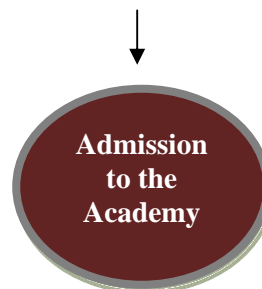
### Step One



### Step Two



### Step Three



## STEP ONE: MINIMUM CRITERIA

### Application:

**Applicants must possess a desire to work with the public, a desire to work in a customer service focused environment, and have strong communication skills.**

This position requires the ability to work directly with the public. In addition to knowledge and experience, one of the most important things that an employer looks for are personal qualities, which include a keen attitude, a friendly disposition, neat appearance, personal hygiene, a willingness to work, and honesty, among others.

**Applicants must be at least 18 years old.**

This is a requirement for employment.

**Applicants may be subject to a background screening prior to employment.**

Upon completion of the Hospitality Academy some employers will conduct criminal record checks. A criminal background may disqualify you for employment with certain employers in the hospitality industry.

**Applicants must possess a basic working knowledge of math and be able to speak and read the English language.** Proper communication skills both verbal and written are important for work in the hospitality field.

**Only applicants who pass the testing will move on to the interview.**

## STEP TWO: INTERVIEW, CONTINGENT SELECTION, AND DEPOSIT

### Interviews:

**Only those applicants who successfully meet the minimum criteria will be contacted for an interview.**

Interviews will be conducted by small teams. Through these interviews, we look for the same personal qualities and interpersonal skills employers would seek in a prospective employee in the hospitality industry.

### Contingent Acceptance and Deposit Payment:

Applicants who receive acceptance into the program will be admitted to the Hospitality Academy. The candidate will be required to pay a \$250 deposit to reserve their seat in the Academy. The deposit is non-refundable.

**Only applicants who receive contingent acceptance will move on to step three.**

## STEP THREE: ORIENTATION, ESSENTIAL FUNCTIONS OF THE JOB

Students will be **required** to schedule and attend an orientation session to discuss the overall expectations of the Hospitality Academy program as well as the reality of work in the hospitality industry.

### FINAL PAYMENT:

The total cost for the Hospitality Academy is **\$800**. The remaining balance must be paid on the non-refundable registration fee, due NO LATER THAN two weeks before the start of the Academy.

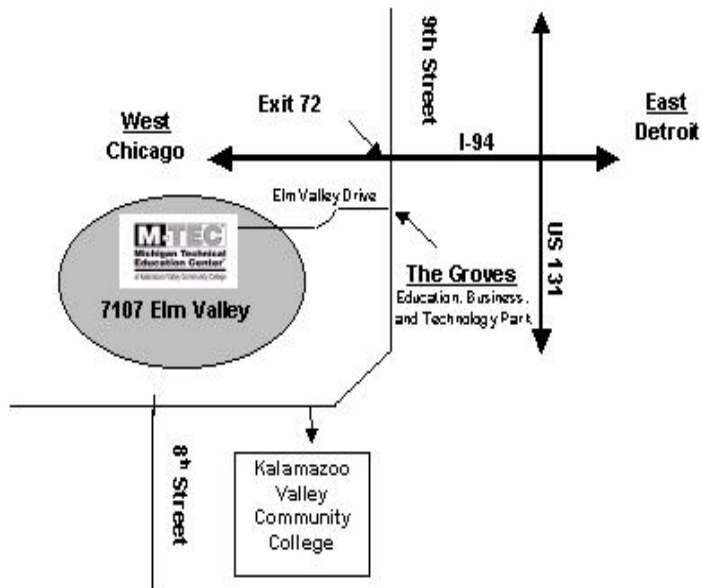
**COMPLETE THE APPLICATION:****FOLLOW THESE INSTRUCTIONS CAREFULLY**

1. Read every question carefully. Answer every question. If the question does not pertain, write "N.A." within the appropriate space. An extra page has been provided if more space is needed to answer the question. Be sure to include question number when using this extra page.
2. If you have any questions, please call 269.353.1282.
3. **Completed applications to:**

**Mail or delivery:**

Hospitality Academy  
M-TEC at KVCC  
7107 Elm Valley Drive  
Kalamazoo, MI 49009

**Fax:** 269.353.1580





**EDUCATION HISTORY:** Place a check by the highest level of education you have attended? (Check only one)

	✓	Name of School/College Attended	Course of Study/Degree	Diploma/Degree Completed
GED Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No
High School Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No
Some College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical Training Schools				<input type="checkbox"/> Yes <input type="checkbox"/> No
Two Year Degree				<input type="checkbox"/> Yes <input type="checkbox"/> No
Four Year Degree				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you earned any occupational licenses or certificates?  Yes  No

If yes, list them here:

---



---



---

Are you legally able to work in the United States?  Yes  No

If you answered no, please explain.

---



---



---

Have you ever been convicted of a felony or misdemeanor?  Yes  No

*If yes, please explain (include dates and details):*

---



---



---

**EMPLOYMENT HISTORY:** List all the places you have been employed. Start with your present or most recent employer and continue listing all the places you have worked. Add additional pages, if needed.

\_\_\_\_\_  
Present Employer ( ) -  
Phone

\_\_\_\_\_  
Immediate Supervisor ( ) -  
Phone

\_\_\_\_\_  
Address City State Zip Code

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Job Title/Position Hours per week \$ Earnings  Annual Salary  Per Hour

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_  
Present Employer ( ) -  
Phone

\_\_\_\_\_  
Immediate Supervisor ( ) -  
Phone

\_\_\_\_\_  
Address City State Zip Code

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Job Title/Position Hours per week \$ Earnings  Annual Salary  Per Hour

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_  
Present Employer ( ) -  
Phone

\_\_\_\_\_  
Immediate Supervisor ( ) -  
Phone

\_\_\_\_\_  
Address City State Zip Code

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Job Title/Position Hours per week \$ Earnings  Annual Salary  Per Hour

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**REFERENCES:** Include a minimum of **two professional references** (i.e., employers, co-workers, teachers, mentors). Please contact your references in advance to help them be prepared for our call. A letter of reference will be considered, but not required.

Name	Phone Number	Describe their relationship to you	Years known

**HOSPITALITY ACADEMY QUESTIONNAIRE:**

1. Please list five qualities you possess that would make you a good candidate for the Hospitality Academy.

---



---



---

2. Briefly describe what you believe working in the hospitality industry entails.

---



---



---

3. What would you do if you saw a fellow employee stealing from the organization?

---



---



---

4. Please describe your experience with and/or knowledge of customer service?

---



---



---

I affirm that all information provided by me to the Kalamazoo Valley Community College is complete, true, and accurate to the best of my knowledge and belief. Such information contains no omissions, misrepresentations, or concealment of fact.

I am aware that all information given and statements provided during the application process are subject to investigation. I give my permission for KVCC to contact my references and former employers to obtain additional information regarding my background for the purpose of responding to my request for admission to the Academy.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

