

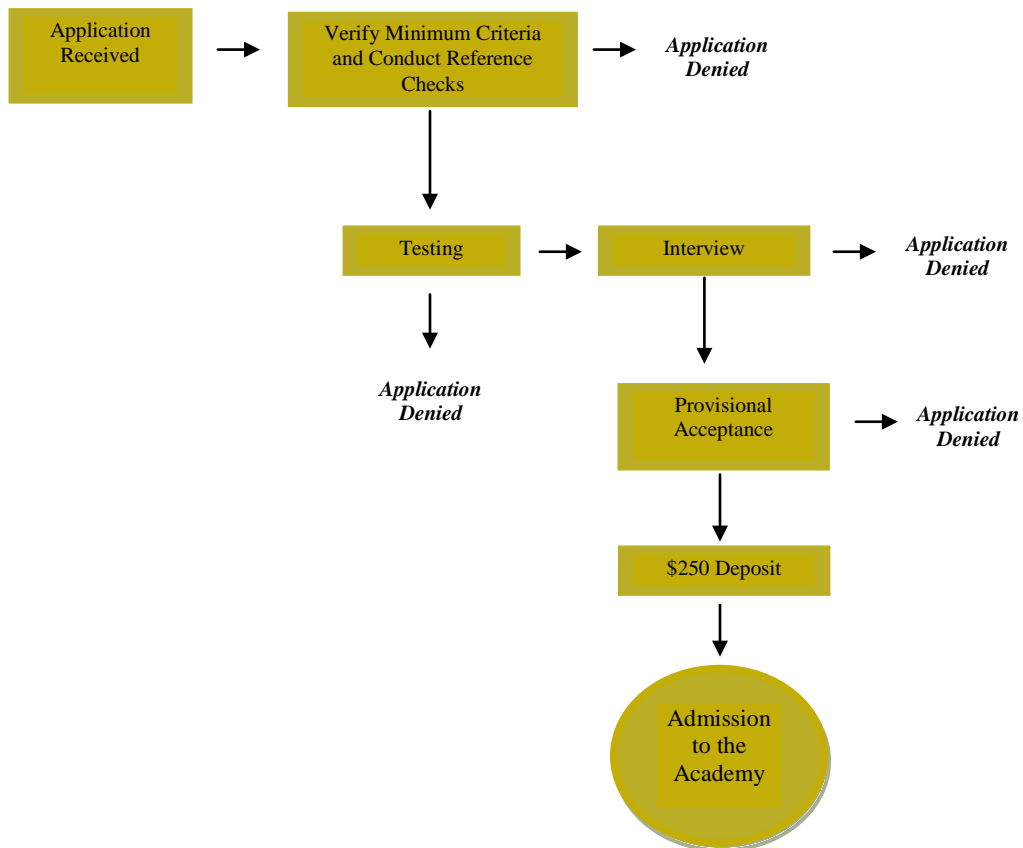
HOSPITALITY ACADEMY

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.

We require an application, references, and interview for consideration. 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 the initial screening.



HOSPITALITY ACADEMY APPLICATION

MINIMUM CRITERIA

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.

TESTING, INTERVIEW, CONTINGENT SELECTION, AND DEPOSIT

Math and Reading Test:

Applicants must possess a basic working knowledge of math and be able to speak and read the English language. Instructions regarding math and reading testing will be provided by M-TEC staff.

Proper communication skills are important for work in the hospitality field. Math skills are required to perform calculations necessary for client records or customer transactions. Applicants will be required to achieve a minimum score on a math and reading test. **Applicants will be contacted by M-TEC staff to schedule testing.**

Interviews:

Only those applicants who successfully pass the testing 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.

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.

HOSPITALITY ACADEMY APPLICATION

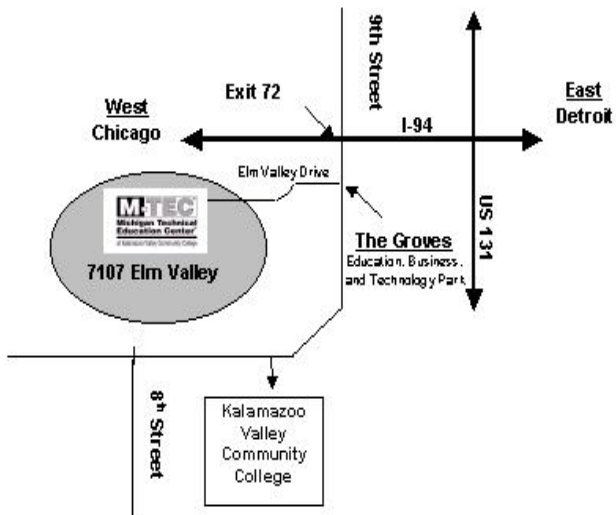
COMPLETE THE APPLICATION:

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
GED Graduate			
High School Graduate			
Some College			
Technical Training Schools			
Two Year Degree			
Four Year Degree			
Graduate School			

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: _____

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: _____

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

