

# Restaurant Association Education Trust

## TUTOR WORK-STUDY GRANT



One scholarship of \$5,000.00 is available each year. The purpose of this Award is for the recipient to gain knowledge and insight into today's work environment which in turn will benefit students who gain from learning from a tutor with tangible "hands on" industry work experience. The Grant is for work / study which could be carried out in several venues and may be New Zealand based or international work experience.

## WHO IS ELIGIBLE?

A person who –

- Is a full-time Tutor or Teacher of a hospitality/foodservice-related programme in a Training establishment offering HSI or equivalent qualifications.
- Has not received a similar award in the past three years.

## DEADLINES

**All applications received must be postmarked:** No later than 30<sup>th</sup> October  
**Award recipients announced:** 30<sup>th</sup> January  
*All applicants will be notified by mail.*

## APPLICATION REQUIREMENTS

*Please only include information which has been requested and secured with a paper clip. Any applications which do not meet the following criteria or are illegible will automatically be disqualified. Answer every space. Mark "N/A" if it does not apply to you. A blank space will automatically be considered an incomplete application.*

- The completed Scholarship Application
- A 600 word essay on the given topic (part of application).
- A letter of acceptance / or evidence that you will be employed in the hospitality industry in a staff position with general job description and estimated hours of work.
- A copy of certificates or documentation showing any industry-related work experience or professional development over the past three years.
- Letter of support from your Training establishment.
- A head and shoulders photograph of you in hospitality uniform.

## THE SUCCESSFUL APPLICANT WILL:

- Hold a workshop to be organised by the Restaurant Association within six months of their completion of the award if requested.
- Send a thank you letter to prospective employer(s) and a copy to the Restaurant Association Education Trust prior to initial payment.
- Provide proof of successful completion of work to the Trust before final payment of the grant is made.

## JUDGES WILL CONSIDER THE FOLLOWING:

- Presentation of the application
- Letter of recommendation
- Industry-related work experience & professional development
- Essay on a given topic

# SECTION 1

## PERSONAL INFORMATION

All scholarship correspondence will be mailed or emailed.

FIRST NAME:	SURNAME:
PERMANENT ADDRESS:	
PHONE NO:	MOBILE NO:
EMAIL:	DATE OF BIRTH:

Sex:  Female  Male      N.Z. Citizen:  Yes  No      If not, Permanent Resident:  Yes  No

If not a Permanent Resident give details: \_\_\_\_\_

## SECTION 2

### EDUCATION BACKGROUND

#### Post Secondary Information (qualifications)

Please list below any certificates/diplomas/degrees you have pursued/earned, in order, beginning with the most recent.

Provider \_\_\_\_\_

City \_\_\_\_\_ Dates attended (mo/yr) From: \_\_\_\_\_ To: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Provider \_\_\_\_\_

City \_\_\_\_\_ Dates attended (mo/yr) From: \_\_\_\_\_ To: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Provider \_\_\_\_\_

City \_\_\_\_\_ Dates attended (mo/yr) From: \_\_\_\_\_ To: \_\_\_\_\_

Qualifications: \_\_\_\_\_

## SECTION 3

### TEACHING EXPERIENCE

#### Present Employment

Establishment \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Specific Job Title \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Date commenced (mo./yr.) \_\_\_\_\_ / \_\_\_\_\_ Phone No (\_\_\_\_) \_\_\_\_\_

Course You Presently Teach \_\_\_\_\_

### Other Teaching Experience, Not including Present Employment

Educational establishment \_\_\_\_\_

Position \_\_\_\_\_

Date employed (mo./yr.) From: \_\_\_\_\_ To: \_\_\_\_\_  Full-time  Part-time

Educational establishment \_\_\_\_\_

Position \_\_\_\_\_

Date employed (mo./yr.) From: \_\_\_\_\_ To: \_\_\_\_\_  Full-time  Part-time

Educational establishment \_\_\_\_\_

Position \_\_\_\_\_

Date employed (mo./yr.) From: \_\_\_\_\_ To: \_\_\_\_\_  Full-time  Part-time

## SECTION 4

### INDUSTRY WORK EXPERIENCE IN PAST 3 YEARS

Please list below your recent industry work experience, beginning with the most recent

COMPANY NAME, CITY	TYPE OF BUSINESS AND POSITION HELD & MAIN TASKS PERFORMED	TOTAL NUMBER OF HOURS
PHONE NO:		
PHONE NO:		
PHONE NO:		

TOTAL HOURS WORKED: \_\_\_\_\_

## SECTION 5

### PROFESSIONAL DEVELOPMENT IN PAST 3 YEARS

Please list below your recent professional development, beginning with the most recent.

COMPANY NAME, CITY	COURSE ATTENDED / STUDY UNDERTAKEN	TOTAL NUMBER OF HOURS
PHONE NO:		
PHONE NO:		
PHONE NO:		

TOTAL HOURS WORKED: \_\_\_\_\_

# SECTION 6 PAPER

Please type an essay of approx. 600 words double-spaced, and include with your application. Scholarship judges will score applications on clarity, factual content and originality. The essay subject:

***WHAT DO YOU HOPE TO LEARN FROM THIS EXPERIENCE AND HOW WILL THIS ENHANCE THE CLASSROOM ENVIRONMENT FOR YOUR STUDENTS?***

# SECTION 7 TUTOR WORK-STUDY GRANT OBJECTIVES

**Reminder:** This position must be a line or staff position. Consulting or research positions do not meet the Tutor Work-Study Grant objectives.

Prospective Employer \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

Dates of Employment (mo.yr.) From: \_\_\_\_\_ To: \_\_\_\_\_ Estimated hours of work: \_\_\_\_\_

Your Prospective Job Title \_\_\_\_\_

Description of Proposed Responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recreate Section 7 if work study will be in more than one location.

# SECTION 8 FINANCIAL INFORMATION

How will the grant money be used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SECTION 9 SIGNATURE REQUIRED

Have you ever been awarded a scholarship or grant from the Restaurant Association Education Trust or any other similar award?  Yes  No

If yes, list the award(s) and year(s) \_\_\_\_\_

\_\_\_\_\_

If previously awarded a Tutor Study Grant, where were you employed? \_\_\_\_\_

What job/position did you hold? \_\_\_\_\_

**Please read before signing**

To the best of my knowledge, I have provided the Restaurant Association Education Trust accurate information concerning all questions on this application. I agree to report to the Trust any changes which could affect consideration of my application. I understand that failure to provide valid and complete information could result in the withdrawal of all financial assistance and recall of all awards previously made by the Trust.

If I am successful I understand I will receive \$2,500.00 one month prior to start of work study experience and will send the Restaurant Association Education Trust a report of my work-study prior to receiving the second half of the grant (\$2,500.00).

Furthermore, if I become a scholarship recipient, I permit the Trust to list my name and hometown on its website and promotional material as part of its campaign to recognise the industry's current and future leaders.

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