TOURISM SCHOOLS SALZBURG
INSTITUTE OF TOURISM & HOTEL MANAGEMENT

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Deadline: **May 1ˢᵗ, 2015**

Note: Application must be received **by the ITH office** latest by the above given date.

APPLICATION FORM
Year 2015 / 2016

Beginning of the course: October 1ˢᵗ, 2015

In addition to the General Module "Management" choose
<u>ONE</u> of the Special Modules listed below:

Select one of the courses below, failure to do so may result in the rejection of your application. Please note that your choice is binding

☐ **HOSPITALITY MANAGEMENT**
☐ **TOURISM MANAGEMENT**

Applicants who are willing to enroll additionally for the Teachers Training program should indicate that by crossing the box below.

☐ **TEACHER TRAINING**

Attach recent passport photo!

Personal Information

Last (family) name (as written in your passport): ....

First (given) names (underline name used): ....

Permanent address: ....

Date of birth: ....   City of birth: ....

Citizenship: ....Sex: ○ f   ○ m

Religion: ....   Native language: ....

Marital status: ○ single   ○ married   Number of children: ....Age of children:........................

Mother's profession: …………………………………………………...

Father's profession: …………………………………………………...

Mailing Address

Street/Number: ....

Area Code/City/Country: ....

Phone: …...

E-mail: …………………………………………………………………………………………..

Alternative phone: …...

Alternative e-mail: …...…

Fax number (office or private): ....

Next of Kin's Information

Name: ....

Address: ....

Phone: ....

Present Occupation

Title of present position: .... since: ....

Company (detailed, with address): ....

....

Describe your functions and personal responsibilities in this position:

....
....
....
....

Previous professional activities
(Please fill out regardless of whether it is in your CV or not). Last job first

from	to	function	Institution/company

Education
List in chronological order, all secondary (high school or equivalent) and post-secondary institutions in which you are presently enrolled, or those you have attended regardless of duration. Please submit official academic records (in English language).

from	to	name/place of institution	degree or qualification earned

Language knowledge

Native language:…………………………………………… …………………………….

Language	read			understand			speak			write		
	no knowledge	moderate	good	no knowledge	moderate	good	no knowledge	moderate	good	no knowledge	moderate	good
English												
German												
Others:……………												

Computer knowledge

Do you have access to a personal computer at home?	Yes ☐	No ☐	Access at work? yes ☐ no ☐
Professional skills	moderate ☐	good ☐	perfect ☐

Professional activities abroad

Have you studied or worked abroad before? Indicate the year, duration, kind of activity, institution, country and, (if any) the sponsoring institution:

....

....

....

OFFICIAL STATEMENT OF PRESENT EMPLOYER:

This is to certify that Mr/Ms... is presently employed

as ....

by ....

(Name of Institution, Authority or Company)

The applicant ☐ will be maintained in his present position
☐ will be given a new position
as .... upon return after the course.

The signing authority furthermore attests herewith the correctness of the candidate's personal, professional and educational data as indicated in this application form, as far as the authority knows, and recommends the candidate as suitable to attend this course on grounds of his qualifications and in regard to the position to be assigned to him.

....
Place   Date   Signature

Full name, position and address of the authority signed above:

....

....

Recommendations

Indicate – if existing – further persons acquainted with your professional qualifications (name, positions, address):

1.   ....

2.   ....

3.   ....

Scholarship

The Austrian Development Cooperation offers about 30 scholarships – please send your application directly to the Institute, your application must arrive at the school latest by May 1st,2015.

Scholarship for ADC Priority Countries – limited to applicants from priority countries:
> Includes tuition fee, health insurance, accommodation, travel costs, meals from Monday – Sunday plus pocket money of approx: € 205 per month.

Scholarship for Developing Countries:
> Includes tuition fee, health insurance, meals from Monday – Friday plus pocket money of approx: € 205 per month.
> **Not included:** transportation costs, accommodation (€ 1976), meals during the weekends and holidays

Requirements:

Please make sure that all documents are translated into English!

- ✓ Copies of academic certificates - school (final year), diploma, degree, etc.

- ✓ Transcripts of your diploma, degree, etc

- ✓ Other certificates – vocational training, etc.

- ✓ Curriculum vitae or Resume

- ✓ Recommendation letter (from your **present work**)

- ✓ Birth certificate

- ✓ Copy of your passport.

- ✓ **Certificate proving knowledge of English (TOEFL, Cambridge or equivalent).**

- ✓ **Essay 1 –** Why are you applying for this course?

- ✓ **Essay 2 –** Give a short outline of touristic problems of your country or the problems connected to your present responsibilities in the field of tourism or hotel management.

- ✓ **Future Plan –** Where do you see yourself in the next 10 years? Where would you like to be? Which position do you expect to hold and how do you intend to pull your plan through?

- ✓ **Note:** Maximum one page per essay.

    Age limit for scholarship application: 35 years

All documents if not in English, must be translated and be submitted in English language

Please make sure that all documents are translated into English!

Please note that if the application is not filled out properly (full address, telephone numbers with area codes, attachments etc.) the application will not be considered!

The application has to be legible and be filled out in English language.

The entire documents have to be in English language, if not they should be translated into English language. In this case, copies of the document and translation have to be submitted.

Ensure to accurately fill out all application parts, regardless of whether the information has been written in your CV/Resume or not!

Agreement

I hereby confirm my commitment to return to my home country after the course has ended (end of May) or after the additional three months industrial placement (end of August). I will not apply for any further residence permit in Austria.

I am aware that if my English should not be sufficient the Institute can decide whether to recommend an extra English language course in Austria at my own expense or expel me from the course.

Furthermore, I understand that the Institute of Tourism and Hotel Management has the right to revoke my admission to the Institute if I have provided any false information in connection to my application for admission. If this occurs, I agree to accept full responsibility for the expenses.

...., ...
           Place   Date   Applicant's Signature