



INSERT DATE

Dear Hospitality Employee,

The Pigeon Forge Hospitality Association is pleased to announce the awarding of two (2) Continuing Education Scholarships for the fall 2015 year to new students enrolling in a hospitality course or courses at Walters State Community College Sevier County Campus. Each scholarship is for \$500.00. All applicants must meet the following criteria:

1. Applicant must work in the hospitality industry and that business must be a current member of the Pigeon Forge Hospitality Association.
  - Check here for a list of members: <http://www.pfhospitality.org/membership/> (Membership list may not be current)
  - For companies wanting to inquire about membership to the Pigeon Forge Hospitality Association please visit this link <http://www.pfhospitality.org/membership/apply-for-membership/>
2. The Applicant must be employed with the business for at least one (1) year.
3. Applicants must provide proof of obtaining the minimum of a high school diploma or GED and include an official transcript from highest level of educational attainment in a sealed envelope with other documents listed in the Continuing Education Scholarship application, plus any other documents required by the Admissions Department Walters State Community College. Awards will be applied directly to the students account once the enrollment and registration process is complete.
4. All applications must be received by **Monday, August 1, 2015.**

If you have any questions please call Joe Fall at 774-5814, Department Head of Hospitality Business at Walters State & Chair of the 2015 PFHA Education Committee.

Sincerely,

Pam Smith, President  
Pigeon Forge Hospitality Association



**Pigeon Forge Hospitality Association  
Continuing Education Scholarship  
For Walters State Community College**

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**Application**

**Please print all information.**

Full Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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Are you presently employed? If so, where? \_\_\_\_\_

Length of employment:      Years \_\_\_\_\_ Months \_\_\_\_\_

Job Title / Briefly List Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Employer a member of the Pigeon Forge Hospitality Association? Y/N

*Check here for a list of members: <http://www.pfhospitality.org/membership/> (Membership list may not be current. If your employer is not listed, ask if they are a current member of the Association, or contact Betsy Burgin, PFHA Executive Coordinator [betsyburgin1@gmail.com](mailto:betsyburgin1@gmail.com))*

Employment verification contact:

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(Name & Title)

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(Contact Phone Number)



**Pigeon Forge Hospitality Association**  
**Continuing Education Scholarship Criteria**  
**For Walters State Community College**

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**Please provide the following information with your application (in this order):**

- A word processed cover letter with your resume' explaining:
  - a) Why you should be selected to receive the scholarship.
  - b) Your career objective and why you've chosen it.
- Word processed resume' including:
  - a) Your contact information.
  - b) Employment (most recent/current listed first and working backward), academic history, honors and awards, civic/volunteer work (personal and/or professional).
  - c) Valid certifications like National Restaurant Association ServSafe® Certification, American Hotel & Lodging Association certifications, etc.
- **Applicant must provide proof of obtaining the minimum of a high school diploma or GED and include an official transcript from highest level of educational attainment in a sealed envelope plus any other documents required by the Admissions Department Walters State Community College.**
- 2 letters of reference
- Correspondence should be addressed and mailed to:

PFHA Hospitality Scholarship Committee  
P.O. Box 1401  
Pigeon Forge, TN 37868
- All applications must be Postmarked by **August 1, 2015**

All documents must be submitted on time in a professional and complete manner.

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I verify by my signature below that all information contained in this application (including all attached documentation) is accurate. Please consider my application for the Pigeon Forge Hospitality Association Scholarship.

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

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

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