



INTERNSHIP UNDER THE GREEK SUN by P.A.P Corp.

SHORT INTRODUCTION for STUDENTS:

First of all, it is great to hear that you are really eager to pursue an 'Internship Under the Greek Sun' this summer!

We will give you a brief description of what the next steps should be in order for you to pursue an internship at **P.A.P Corp.** sites of hospitality.

Following the application for Internship we will send a questionnaire that we would like you to answer. If you are inconvenient with providing answers to some of the questions, please do not feel obligated to answer. After all the only reason for answering the questionnaire is to somehow cover the cultural distance between you and the environment of the hotel that will host your internship.

In other words, we wish to make you feel more comfortable once you are here with us. Of course, all of your answers will remain confidential in the Human Resources Department.

Having completed the questionnaire and returned to us (either by email or by fax along with your CV) it is time for you know to find out more about our internship programs.

The 'Internship Under the Greek Sun' Programmes are the following:

- 1) The F&B Rotation program which takes place in all the Food and Beverage Departments of **P.A.P** Hotels, the Dining Rooms and the Catering division.
- 2) The Lodging Rotation program, which includes all the activities in the Rooms Division Department, Mini Bar, Linen storage, Hosting and Conferences & Banquet.
- 3) The Culinary Arts Rotation which is involved in the food preparation process along with the chefs and typically includes preparation of meals, buffets and guest catering activities.
- 4) The Conferences, Conventions & Event planning Rotation program that takes place in the hotels in coordination with **F-Zone**, the Catering Department of **P.A.P Corp.** which organizes events in & out the hotel properties.
- 5) Spa Management Rotation. Two unique spas are owned and run by **P.A.P Corp.** hotels with unique therapies & organic spa products, exclusively for Greece.
- 6) Hotel Management, Reservations & Yield Management, which provides a holistic approach to essential knowledge for present and future managers.

Please inform us of any preferences you might have and state the intended duration of your internship (and your possible arrival / departure date) so that we will be able to plan the different stages of your rotation program.





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Frequently Asked Questions

PROCEDURE

- A) You mail your CV to us, the Institution you study at and field of study.
- B) A Skype interview follows.
- C) Procedure will be followed accordingly, in writing.

ROOM & BOARDING

The room and the full boarding at the Hotels in Chalkidiki (Alexander the Great Beach Hotel, Agionissi Resort and Xenia Ouranoupolis) are for free. For any extra individual consumption at the hotel there is a 30% discount at each point of sales at the hotels. The rooms are two or three bedded, with private bath or shower. There is no charge for housing, electricity or meals.

Telephone charges depend on the time speaking, so a phone card would be the best choice. Internet access is possible at the Reception area provided the PC is not busy by the guests. There is wireless network too.

LINEN & UNIFORM

The best is that you provide us with information about you European sizes for the uniforms which are polo's, sweatshirt and a pair of short trousers.

You are kindly asked to bring black flat shoes and a black pair of trousers along.

You don't have to bring your own linen. The hotel will provide you with linen.

You are asked to use the LAUNDRY ROOM with a program that is especially organised by the Housekeeping Department.

WAGES

In Greece, there is a variation in the wages, depending on the School someone graduates from. At **P.A.P Corp.** we have decided that our internees will receive the higher fee in the category. The Hotel & Restaurant Management students that are pursuing their internship at **P.A.P Corp.** receive the legitimate wage by Greek Law for practical training, for 8 hours a day, for 22 working days.

VISAS

For any E.U citizen there is not a visa requirement.

A three-month tourist visa is automatically given for American citizens and this is enough to complete a two month internship.





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CV's

We require a CV from each student and a recommendation letter from the University. In addition we require that you send us back signed the Letter of Apprenticeship & a Letter from the Dean of your University that approves that this is a fully recognised Internship under the University's curriculum. It is very important to really know some personal details, because that can help us to place the student to the hotel that best suits them as a personality. For this reason we will be sending you the above mentioned questionnaire. A second foreign language will be considered as an asset, most preferably German.

EVALUATION REPORT

On a weekly basis the students have a short session with the supervisors who are mainly **HOTELIA's**, the Hotel & Restaurant Management School of **P.A.P Corp.** Instructors. The results of this evaluation is faxed to the School.

At the end of the Internship an authorised by **HOTELIA** Internship Participation Certificate is issued, along with a Recommendation Letter signed by the Human Resources Manager that will be a value added point for your International Career Development.

The full details of the Rotation program's Timetable is upon request by each School's Student Advisor.

Please do not hesitate to contact us if you have any further enquiries.

In the meantime you are welcome to visit our website in:

www.papcorp.com

As this period is the most important for the evaluation of the applications for the Internship Under the Greek Sun Program, we are looking forward to hearing from you again soon!

Kind Regards
For P.A.P Corp.

Sofia Ioannidou
Human Resources Manager
P.A.P Corp.
Tsimiski & Salaminos Str.,9
546 26 Thessaloniki, Hellas
www.papcorp.com
Tel: +30 2310 50 55 21
Fax: + 30 2310 53 15 64
E mail: humanresources@papcorp.gr

