



AICR UK Receptionist of the Year – Application Form

Applicant's Surname	First Name(s)	
Hotel	Position	Start Date

Please attach the following to the application email;

1. A full length, portrait style photo of applicant dressed in work uniform
2. A PDF of the candidates CV
3. Video interview – guidelines below
4. Fully completed pdf of this application form

Video Submission Guidelines

Your video should follow the structure below and answer the following questions;

1. Introduce yourself, tell us where you work and how long you have worked there.
2. If you could choose to work in any hotel, globally, which would you pick and why?
3. Tell us what the competition means to you and why you are entering.
4. Who is your personal or professional inspiration?
5. What is the biggest challenge facing hospitality now?
6. If you could have one superpower to help you and your fellow Reception Team Members, what would it be?
7. What is the most memorable interaction you have had with a guest that made you proud to be a hotel receptionist?

Video should be a maximum of 7 minutes long.

Be creative!

The video should be filmed in an interview style and the camera should only be on the candidate

Please wear your uniform and film the video in your workplace.

Kindly note, this video may be published on our social media platforms and will assist the judges in getting to know the candidates before selecting the semi-finalists.

Personal Statement

Write a 400 word statement, on the following;

Why you work in hospitality and what you are looking to achieve in your career in the immediate and medium term.

Nominating Manager Statement

In 400 words or less tell us;

Why is your candidate the future AICR UK receptionist of the year?

Administration

Please be aware: as the competition progresses, we would like permission to post your name, images and video on social media.

Applicant's Full Name: _____

Applicant's Email: _____

Applicant's Signature: _____

Date: _____

Nominated by: _____

Email: _____

Title: _____

To the General Manager:

Terms and Conditions:

- The nominator must be a paid-up member of the AICR UK and currently working at the same hotel.
- All applicants must hold a permanent contract with the nominating hotel and must be employed as a receptionist, or similar, throughout the duration of the competition. Placement students are not permitted to enter.
- A maximum of two candidates can be nominated per hotel.
- The candidate will need to be available to attend the various stages of the UK competition and if they win, they will be required to attend the International Competition which will be hosted in Athens in early 2025.
- The winner of the UK competition will need to be supported in attending the one-week cross training at a UK hotel within 2025.
- As part of the entry process, we must have confirmation, by signature below that no competition time will be deducted from their annual holiday allowance and will be paid at their normal rate.
- **As the competition progresses, we would like permission to use the hotel and candidate's names on our social media channels.**

GM Name: _____

Email: _____

Signature: _____

Date: _____