



Admission Application

Introduction to Jewelry Manufacturing

4784 North Lombard Street Suite A
Portland, Oregon 97203
503.444.5623
www.portlandjewelry.academy

Portland Jewelry Academy prohibits discrimination against its customers, employees, and applicants for employment and student applicants on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or protected genetic information in employment or in any program or activity conducted or funded by Portland Jewelry Academy.

Name:

First Middle Last

Address:

Street City State Zip

Have you ever applied to Portland Jewelry Academy before? Yes No when _____

Have you ever attended Portland Jewelry Academy before? Yes No when _____

If you did not graduate, what was the reason you left? _____

Daytime phone _____

Date of birth _____

Cell phone _____

month/day/year

Email Address _____

Emergency Contact Information:

1.

First Last

Street City State Zip

Phone number

2.

First Last

Street City State Zip

Phone number

I am pursuing admission for the following reason: (choose one)

Career preparation and employment Personal development / self employment

Application for admission must be received no later than 1 month before enrollment.

Portland Jewelry Academy currently has a rolling enrollment, students may enroll at anytime space is available.

If approved what date would you like to start? Most students start on the first of a month. _____
month/day/year



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Introduction to Jewelry Manufacturing includes level 1 online training for Rhinoceros 3D Cad modeling. Students will need a computer with Windows 10, 8.1, or 7 SP1.

Minimum requirements can be found at www.rhino3d.com/6/system_requirements

Do you have or have access to a windows computer? Yes No

Are you comfortable navigating the desktop environment of a computer? Yes No

Are you comfortable navigating the internet? Yes No

Are you comfortable downloading and installing software? Yes No

Criminal Record:

A criminal record will not disqualify an applicant from enrolling at Portland Jewelry Academy but a violent felony or a felony theft conviction will make employment in the jewelry industry difficult. Due to the expensive value of jewelry and jewelry materials a high level of trust is required by employers. If you have a violent felony or a felony theft conviction please consider carefully before investing in a jewelry career.

I certify that all statements on this application and accompanying documents are complete and true. I also understand that if I am admitted and do not enroll for the "start date" to which I am admitted, I may need to reapply for admission. I understand that submitted materials will not be returned or duplicated.

Signature: _____ **Date:** _____

*A non-refundable \$25.00 application fee, payable to **Portland Jewelry Academy** must accompany your application. An application whose check is returned for insufficient funds will be charged an additional fee of \$25.00. Applications are not processed without payment of the application fee.*

Is there any other information you would like to provide that might impact your ability to benefit from the program (i.e., physical limitations, dyslexia, attention deficit disorder, etc.)?

Please complete Admissions application and mail along with fee to:

Portland Jewelry Academy
4784 N. Lombard St., Ste. A
Portland, OR 97203