

# Admission Application

## Introduction to Jewelry Manufacturing

534 SW 3<sup>rd</sup> Avenue, Suite 310  
Portland, Oregon 97204  
503.444.5623  
[www.portlandjewelryacademy](http://www.portlandjewelryacademy)



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:

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Last	First	Middle	Pronouns	Date of Birth
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### Mailing Address:

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Street	City	State	Zip Code
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### Billing Address(if different from mailing):

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Street	City	State	Zip Code
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### Contact Information:

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Cell Number	Email Address
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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?

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

Career Preparation and Employment       Personal development/self employment

We ask this to inform our records related to state certification. Your answer to this question will not sway admission.

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### Emergency Contact Information:

1.

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Last First Phone Number

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Street City State Zip Code

2.

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Last First Phone Number

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Street City State Zip Code

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

I am applying to attend Portland Jewelry Academy during:

Fall 2023

Winter 2024

Introduction to Jewelry Manufacturing includes level 1 online training for Rhinoceros 3D CAD modeling. Students will need a computer with Windows 11, 10, or 8.1.

Minimum requirements can be found at <https://www.rhino3d.com/7/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

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## 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.

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

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**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.**

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**Signature**

**Date**

*A non-refundable **\$25.00** application fee, in the form of a check payable to **Portland Jewelry Academy**, must accompany your application. An applicant whose check is returned for insufficient funds will be charged an additional fee of \$25.00. Applications will not be considered in the absence of an application fee.*

**Please mail completed application with fee to address on form.**