



STARKEY INTERNATIONAL INSTITUTE

1350 Logan Street Denver, Colorado 80203 303.832.5510 303.832.5015 f
Approved and Regulated by the Division of Private Occupational Schools, Colorado Department of Higher Education

ADMISSIONS APPLICATION

Date			School Term			Housing		
Full Legal Name								
Current Address								
City			State			Zip		
Previous Address								
City			State			Zip		
Home Phone			Cellular Phone			Business Phone		
May We Call You At Work? Yes								
Email Address								

PERSONAL INFORMATION

Birth Date [REDACTED]			Birth Place [REDACTED]		
US Citizen Yes			If No, Then Work Permit Number [REDACTED]		
Passport Number [REDACTED]					
Social Security # [REDACTED]		Driver's License # [REDACTED]		State [REDACTED]	
Marital Status Single					
Have You Ever Been Convicted of a Felony? No					
If yes, Please Explain: [REDACTED]					
Have You Ever Been Convicted of a DUI? No					
If Yes, Please Explain [REDACTED]					
Do You Drink Alcohol?		No		Do You Use Tobacco?	
				No	

EMERGENCY CONTACT

Name [REDACTED]		Relationship to You [REDACTED]			
Address [REDACTED]					
City [REDACTED]		State [REDACTED]		Zip [REDACTED]	
Home Phone Number [REDACTED]		Cellular Phone Number [REDACTED]		Work Phone Number [REDACTED]	

MILITARY SERVICE

Branch [REDACTED]		Dates of Service [REDACTED]	
Rank [REDACTED]		Rate [REDACTED]	
Enlistment Status [REDACTED]		Reserve Status [REDACTED]	
Did You Receive An Honorable Discharge?		N/A	
If No, Please Explain [REDACTED]			

EDUCATION

EDUCATION					
	Name Address	Years Attended	Graduation Date	Degree	Major
High School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Training / Occupational Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do You Speak Any Other Languages? Please list language and proficiency.					

COMPUTER PROFICIENCY

COMPUTER PROFICIENCY				
Can You Type?	Yes	How Fast?		
Program	Beginner	Intermediate	Expert	Don't Know
MS Office Suite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List Other Computer Programs With Which You Are Familiar and Level of Proficiency:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYMENT HISTORY

(Begin with your MOST RECENT work experience)

FAILURE TO COMPLETE THIS SECTION IN DETAIL WILL RESULT IN NON-ACCEPTANCE

Employer Name █	Dates of Employment █
	Supervisor Name █
Employer Address █	Phone Number █
	Position Title █
Duties and Responsibilities █	
Reason For Leaving █	
Employer Name █	Dates of Employment █
	Supervisor Name █
Employer Address █	Phone Number █
	Position Title █
Duties and Responsibilities █	
Reason For Leaving █	
Employer Name █	Dates of Employment █
	Supervisor Name █
Employer Address █	Phone Number █
	Position Title █
Duties and Responsibilities █	
Reason For Leaving █	

EMPLOYMENT HISTORY CONTINUED...

Employer Name █	Dates of Employment █
	Supervisor Name █
Employer Address █	Phone Number █
	Position Title █
Duties and Responsibilities █	
Reason For Leaving █	
Employer Name █	Dates of Employment █
	Supervisor Name █
Employer Address █	Phone Number █
	Position Title █
Duties and Responsibilities █	
Reason For Leaving █	
Employer Name █	Dates of Employment █
	Supervisor Name █
Employer Address █	Phone Number █
	Position Title █
Duties and Responsibilities █	
Reason For Leaving █	
<p><i>A Starkey representative will call current and previous employers, encompassing the past 10 years to interview and verify employment. PLEASE CONTACT previous employers to make them aware of the forthcoming call.</i></p>	

PERSONAL REFERENCES

DO NOT LIST RELATIVES OR FORMER EMPLOYERS

(Please contact your references and let them know they will be contacted)

Name		Address	
Years Known	Relationship	Home Phone	
		Cellular Phone	
Occupation		Business Phone	
Name		Address	
Years Known	Relationship	Home Phone	
		Cellular Phone	
Occupation		Business Phone	
Name		Address	
Years Known	Relationship	Home Phone	
		Cellular Phone	
Occupation		Business Phone	
Name		Address	
Years Known	Relationship	Home Phone	
		Cellular Phone	
Occupation		Business Phone	

PROFESSIONAL REFERENCES

(Please contact your references and let them know they will be contacted)

Reference Name	Business Address
Business Name	Home Phone
Position/Title	Cellular Phone
Years Known	Business Phone
Reference Name	Business Address
Business Name	Home Phone
Position/Title	Cellular Phone
Years Known	Business Phone
Reference Name	Business Address
Business Name	Home Phone
Position/Title	Cellular Phone
Years Known	Business Phone

PERSONAL ESSAY

In the space below, or on a separate sheet of paper, type an essay (150-word minimum) in your own words explaining why you wish to receive this training, how you will benefit from this training and what you can contribute to the Private Service Industry.



PLEASE READ AND SIGN THE FOLLOWING:

I have read the terms and conditions of acceptance in the Starkey International Institute for Household Management, Inc. (SII) catalog and agree that if accepted and registered, I will abide by them. I understand that it is my responsibility to acquire the necessary application materials to complete my file for review and will update my file with any changes in employment. I certify that answers provided by me on this application are true, correct, and complete to the best of my knowledge and that no facts have been omitted.

I authorize SII to obtain an investigative report containing information about me, including information obtained through personal interviews with my neighbors, friends and acquaintances. This report may include information as to my character, general reputation, personal characteristics, mode of living, my reliability, credit worthiness, employment history, and education (including school transcripts). I authorize SII to access my consumer credit report. I understand that any negative information obtained in these investigations may affect, as allowed by law, my admission eligibility, but that all information will be evaluated in light of my age at the time of an incident, the nature of the incident, and my mode of living since the incident occurred. **I understand that completion and processing of this application does not obligate SII to admit, hire or place me in any position.**

In the event that I am admitted, I authorize SII to distribute, copy and transmit, as allowed by law, the information obtained about me to potential employers for the purposes of securing potential employment for me, and to act as my agent in seeking such employment possibilities, understand that the stated placement policy of Starkey International Institute for Household Management, Inc. is that of full disclosure and that any information about me, whether provided by me or obtained through legal, authorized investigative means, may be provided to any prospective employer to whom I am presented for possible employment. I further understand that such information may, as allowed by law, prevent me from obtaining employment in the household management / household professional industry.

I acknowledge that the Starkey International Institute for Household Management, Inc. does not guarantee employment to me, and that by signing this form I acknowledge a full understanding of the full disclosure policy and its potential ramifications on my future employment.

1: 2:

Date:

Applicant's Signature (Print your name twice to electronically sign this document)

All materials on the Admissions Checklist are mandatory. Your completed Acceptance Packet, including this Application, is imperative to the Acceptance Process. You are responsible for the completion and submission of any and all required documentation. Failure to do so will result in a delay to the Acceptance Process.
