



# STARKEY INTERNATIONAL INSTITUTE

## Certified Curriculum

Denver, Colorado

### REQUIRED ADMISSIONS MATERIALS

- \$500.00 Tuition Deposit
- \$2,800.00 On-Site Housing Fee (non-refundable deposit)
- Completed Admissions Packet including:
  - Completed and Signed Admissions Application
  - Signed Terms and Conditions Agreement
  - Signed Enrollment Agreement
  - Signed Non-Disclosure Agreement
  - Current Digital Photograph

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**THE ENROLLMENT PROCESS CAN NOT START UNTIL  
THE ABOVE MATERIALS AND DEPOSITS ARE SUBMITTED**

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# STARKEY INTERNATIONAL INSTITUTE

1350 Logan Street, Denver, CO 80203 Phone: 303-832-5510 Fax: 303-832-5015

Email: [admissions@starkeyintl.com](mailto:admissions@starkeyintl.com)

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

## 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?								
Email Address								

## PERSONAL INFORMATION

Birth Date		Birth Place	
US Citizen	Yes	No	If No, Then Work Permit Number
Passport Number			
Social Security #		Driver's License #	State
Marital Status: Partnered      Single      Married Separated      Divorced      Widowed		If Married or Partnered, what is your spouse's occupation?	
Do you have any children?		Yes	No      If yes, please list their ages:
Have You Ever Been Convicted of a Felony?		Yes	No
If yes, Please Explain:			
Have You Ever Been Convicted of a DUI?		Yes	No
If Yes, Please Explain			
Is there any aspect of your physical or mental health, or any other issue in your personal life, that would interfere with your ability to perform the essential functions of this position safely and effectively? Yes      No If Yes, Please Explain			
Do You Drink Alcohol?		Yes	No
		Do You Use Tobacco?	
		Yes	No

## EMERGENCY CONTACT

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

## MILITARY SERVICE

Branch	Dates of Service
Rank	Rate
Enlistment Status	Reserve Status
Did You Receive An Honorable Discharge?	Yes      No
If No, Please Explain	
Commander Name: Address:	
Telephone Number:	

## EDUCATION

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

## COMPUTER PROFICIENCY

COMPUTER PROFICIENCY						
Can You Type?	Yes	No	How Fast?			
Program			Beginner	Intermediate	Expert	Don't Know
MS Office Suite						
MS Word						
MS Excel						
MS Outlook						
Internet Explorer						
List Other Computer Programs With Which You Are Familiar and Level of Proficiency:						

# EMPLOYEMENT 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
		Gross Salary
Position Title		
Duties and Responsibilities		
Reason For Leaving		
Employer Name		Dates of Employment
		Supervisor Name
Employer Address		Phone Number
		Gross Salary
Position Title		
Duties and Responsibilities		
Reason for Leaving		
Employer Name		Dates of Employment
		Supervisor Name
Employer Address		Phone Number
		Gross Salary
Position Title		
Duties and Responsibilities		
Reason for Leaving		

## EMPLOYEMENT HISTORY CONTINUED...

Employer Name	Dates of Employment
	Supervisor Name
Employer Address	Phone Number
	Gross Salary
Position Title	
Duties and Responsibilities	
Reason for Leaving	
Employer Name	Dates of Employment
	Supervisor Name
Employer Address	Phone Number
	Gross Salary
Position Title	
Duties and Responsibilities	
Reason for Leaving	
Employer Name	Dates of Employment
	Supervisor Name
Employer Address	Phone Number
	Gross Salary
Position Title	
Duties and Responsibilities	
Reason for Leaving	
<p>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.</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)

Name		Address
Years Known	Title	Home Phone
		Cellular Phone
Occupation		Business Phone
Name		Address
Years Known	Title	Home Phone
		Cellular Phone
Occupation		Business Phone
Name		Address
Years Known	Title	Home Phone
		Cellular Phone
Occupation		Business Phone
Name		Address
Years Known	Title	Home Phone
		Cellular Phone
Occupation		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 1) why you wish to receive the training 2) how you will benefit from this training and 3) what you can contribute to the Private Service Industry.*

# TERMS AND CONDITIONS

*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 is 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.

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Applicant's Signature

Date

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Applicant's Printed Full Legal Name

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**All materials and deposits 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 all required documentation. Failure to do so will result in a delay to the Acceptance Process.**

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