



**Excellence Academy™  
STUDENT APPLICATION**

*Please complete as directed and fax to (330) 492-1101 for processing*

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**Student Name:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail (store):** \_\_\_\_\_ **E-Mail (student):** \_\_\_\_\_

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***Part 1 – to be completed by STUDENT***

Length of time in the jewelry industry: \_\_\_\_\_

Length of time in management: \_\_\_\_\_

Length of service with your current employer: \_\_\_\_\_

How many people report to you? \_\_\_\_\_

Please provide a brief outline of your past educational and employment background. Be sure to include any special professional development seminars or programs you've attended. Continue onto a separate sheet if necessary. (If you'd prefer, you may attach a resume to this application).

<b><i>Employment</i></b>			
<b>Dates</b>	<b>Employer</b>	<b>Position</b>	<b>Significant Accomplishments</b>
<b><i>Education</i></b>			
<b>Dates</b>	<b>School or Program</b>	<b>Course or Topic</b>	<b>Certification or completion?</b>

*Please write (do not print) your answers to the following questions. Be as concise and detailed as possible.*

1. What do you see as your greatest career accomplishment to date?

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2. What is your ultimate career objective?

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3. What do you see as your greatest personal accomplishment to date?

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4. What are the major individual strengths you bring to your team? What makes you unique? What distinguishes you from your peers?

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5. What are your major opportunities for improvement? What (specifically) do you wish you could do better? What missing skills make it difficult for you to manage competently, fairly and objectively?

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6. Describe in detail what you hope to get out of your participation in the **Excellence Academy™** Program. How do you hope to be different at the conclusion of the program? Please be as specific as possible.

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*My signature below indicates that I am committed to my own personal and professional development. I submit my application for the **Excellence Academy™** Program willingly and I intend to participate in the program fully and actively.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



**Part 2 – to be completed by EMPLOYER**

1. Please describe the history and nature of your business – it's 'personality', target and focus – as you see it.

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2. Tell us about your organizational structure and management.

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3. Describe any specific management development or education programs or Seminars you have personally attended in the past 5 years.

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4. What do you see as your applicant's major strengths and areas of opportunity? Where do you need to see the greatest growth in his/her ability? In what ways would you like to see your applicant behaving differently at the end of the program?

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*My signature below indicates that I am committed to my applicant's personal and professional development. I intend to participate in the program fully and actively, and support the learning objectives of the program by welcoming the application of newly learned skills and ideas in my store.*

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_