

The Music Store

Application for Employment

PERSONAL INFORMATION

DATE _____

NAME (LAST NAME FIRST)			SOCIAL SECURITY NUMBER - - -		
PRESENT ADDRESS					
CITY	STATE	ZIP CODE	REFERRED BY		
PHONE NUMBER ()			EMAIL ADDRESS		

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER APPLIED TO THE MUSIC STORE BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHEN?	
HOW MANY HOURS CAN YOU WORK WEEKLY?	EMPLOYMENT DESIRED <input type="checkbox"/> PART-TIME <input type="checkbox"/> FULL-TIME <input type="checkbox"/> FULL- OR PART-TIME	

EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
MIDDLE SCHOOL			
HIGH SCHOOL			
COLLEGE			
OTHER			

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH, WORK OR SPECIAL TRAINING/SKILLS

EMPLOYMENT HISTORY

DATE MONTH/YEAR	NAME & ADDRESS OF EMPLOYER	PHONE NUMBER	SALARY	POSITION	REASON FOR LEAVING
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIALTY	DATE ENTERED	DISCHARGE DATE

COMPUTER SKILLS

PLEASE INDICATE THE SKILLS IN WHICH YOU HAVE HAD TRAINING OR EXPERIENCE

TYPING/ WORD PROCESSING <input type="checkbox"/> YES <input type="checkbox"/> NO _____ WPM	10-KEY <input type="checkbox"/> YES <input type="checkbox"/> NO	PLEASE LIST ANY OTHER COMPUTER SKILLS:
DO YOU OWN A PERSONAL COMPUTER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, <input type="checkbox"/> MAC <input type="checkbox"/> PC	

TRANSPORTATION

WHAT IS YOUR MEANS OF TRANSPORTATION TO WORK?		
DO YOU HAVE A DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> OPERATOR	<input type="checkbox"/> COMMERCIAL (CDL) <input type="checkbox"/> CHAUFFEUR
DRIVER'S LICENSE NUMBER	STATE OF ISSUE	EXPIRATION DATE
HAVE YOU HAD ANY ACCIDENTS DURING THE PAST 3 YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HOW MANY?	
HAVE YOU HAD ANY MOVING VIOLATIONS DURING THE PAST 3 YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HOW MANY?	

REFERENCES

PLEASE LIST THREE REFERENCES OTHER THAN RELATIVES

NAME	PHONE NUMBER	BUSINESS	YEARS KNOWN

MUSIC KNOWLEDGE

Do you read music? _____ How well? *(Circle one)* Beginner Intermediate Advanced

WHAT INSTRUMENTS DO YOU PLAY? (INCLUDING VOICE)	FOR HOW LONG?

SCHEDULE AVAILABILITY

PLEASE INDICATE THE TIME SLOTS YOU ARE AVAILABLE TO WORK. DO NOT COUNT TRAVEL TIME.

	MON	TUE	WED	THU	FRI	SAT	SUN
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm							
3pm-4pm							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							

HAVE YOU EVER BEEN CONVICTED OF A CRIME WHICH IS SUBSTANTIALLY RELATED TO THE FUNCTIONS OR QUALIFICATIONS OF THE JOB FOR WHICH YOU ARE APPLYING? YES NO (A conviction record will not necessarily disqualify you from employment.)

AUTHORIZATION AND WAIVER

AS AN INDICATION THAT YOU HAVE READ AND UNDERSTOOD EACH PARAGRAPH, PLEASE WRITE YOUR INITIALS IN THE SPACES PROVIDED BELOW.

“In exchange for the consideration of my job application The Music Store, I agree that:

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements or omission of pertinent facts on this application shall be grounds for dismissal. _____

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other The Music Store practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of The Music Store, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of The Music Store. Both the undersigned and The Music Store may end the employment relationship at any time, without specified notice or reason. If employed, I understand that The Music Store may unilaterally change or revise their benefits, policies, and procedures and such changes may include reduction in benefits. _____

I authorize investigation of all statements contained herein and the references and employers listed above to give The Music Store any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release The Music Store from all liability for any liability that may result from utilization of such information. _____

I understand that, in connection with the routine processing of your employment application, The Music Store may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, The Music Store will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act. _____

I further understand that my employment with The Music Store shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with The Music Store is terminable at will for any reason by either party.” _____

DATE _____ SIGNATURE _____

The Music Store is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws. We assure you that your opportunity for employment with The Music Store depends solely on your qualifications.