

EMPLOYMENT APPLICATION

Ted Brown Music Company, Inc

EQUAL OPPORTUNITY EMPLOYER: We are an equal opportunity employer and do not discriminate in any unlawful way against race, religion, color, sex, national origin, marital status, or qualified individual with a disability (except where a reasonable, bona fide occupational qualification exists.) We reserve the right to revise or change job duties, responsibilities, and location as the need arises. Any employee is employed for an indefinite period of time. Employees are subject to termination at any time, for any reason, with or without cause and with or without notice. The employee has the right to terminate employment for any reason and at any time. If you require accommodation to complete the application, testing or interview, please request assistance prior to completing the application.

(PLEASE PRINT – ANSWER ALL QUESTIONS – DO NOT USE THE TERM: “Refer to Resume”)

Date of Application: _____ Date available for work: _____ Hours: _____ / _____

Position(s) applied for: _____ (Job Descriptions for all positions are available upon request)

Employment desired: _____ Full Time _____ Part Time _____ Temp _____ Are you available to work weekends or overtime? _____

Referral: _____ Ad _____ Website _____ Friend / Relative _____ In Person _____ Agency _____ Other _____

Name: _____ Address: _____ How long? _____

Home Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

Social Security # _____ - _____ - _____ May we contact you at your current work? _____ Best time: _____

Previous address: _____

Please list other names (with dates) you have used that affect employment / reference verification: _____ Date _____

Do you have a work permit if Under 18 years of age? _____ Have you ever been bonded? _____

Have you ever been employed here? _____ If yes, when? _____ Position: _____

Are you legally eligible for employment in this country? _____
(Proof of legal right to work in the United States will be required upon employment.)

Have you been convicted of a felony or released from jail in the last seven (7) years: Explain on a separate sheet of paper.
(Such conviction may be relevant if job related, but may not bar you from employment.)

SKILLS: In which of the following do you believe yourself to be trained or experienced: Indicate by checking below the skills or tasks that you are able to perform, with or without accommodation. If accommodation is requested, please identify what accommodations may be appropriate. *(We comply with state and federal laws regarding employment of persons with disabilities.)*

| | | |
|-------------------------------|-----------------------|----------------------|
| Typing / Data Entry _____ wpm | Accounting _____ | Bookkeeping _____ |
| 10-Key adding by touch _____ | Word processing _____ | Excel _____ |
| Filing _____ | Cash Register _____ | Other Software _____ |
| Other skills: _____ | | |

Licenses possessed, state of issue and expiration date: _____

| Education: | Name / City-State | Course of study | Completion Date | Degree |
|------------------|-------------------|-----------------|-----------------|--------|
| High School | | | | |
| Post High School | | | | |
| Post High School | | | | |

Employment History: (Please list most recent first.)

Present or most recent employer _____ Phone _____

Worked from _____ To _____ Hrs / Wk _____
Wages _____

Supervisor's name and title _____

Address _____

Describe your position and duties _____

Reason for leaving _____ May we contact for reference? _____

Employer _____ Phone _____

Worked from _____ To _____ Hrs / Wk _____
Wages _____

Supervisor's name and title _____

Address _____

Describe your position and duties _____

Reason for leaving _____ May we contact for reference? _____

Employer _____ Phone _____

Worked from _____ To _____ Hrs / Wk _____
Wages _____

Supervisor's name and title _____

Address _____

Describe your position and duties _____

Reason for leaving _____ May we contact for reference? _____

(Include explanation of any gaps in employment on a separate sheet of paper)

Music Background (Instruments Played, group affiliations, etc.): _____

Skills and Qualifications: (Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our organization.) _____

REFERENCES: (Name, title, address, and phone number of two people you have known for 3 years, familiar with your performance.) _____

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application or separation from employment if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without prior notice. I understand that no representative of the organization has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references, driving record, including a background investigation or a credit check, and to secure additional information about me, if job related. I understand that I may receive, upon written request, additional information on information sought. I hereby release from liability the employer and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information. This application is current for ninety (90) days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

Applicant's Signature: _____

Date: _____