

**EMPLOYMENT APPLICATION**



**Ted Brown Music Company, Inc.**

EQUAL OPPORTUNITY EMPLOYER: We are an equal opportunity employer and do not discriminate on any unlawful way against race, religion, color, sex, national origin, marital status, or qualified individual with a disability (except where 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 TERM: “REFER TO RESUME”)

Date of Application: \_\_\_\_\_ Date available for work: \_\_\_\_\_ Hours: \_\_\_\_\_ / \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_ (job descriptions for all positions are available)

Employment desired:

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temp \_\_\_\_\_ Will you work weekends / overtime? \_\_\_\_\_

Referral: Ad \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_ In Person \_\_\_\_\_ Agency \_\_\_\_\_ Other \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long? \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Message Phone: (\_\_\_\_\_) \_\_\_\_\_

Previous address: \_\_\_\_\_

Social Security Number \_\_\_\_\_ May we contact you at work? \_\_\_\_\_

List any relative working here: \_\_\_\_\_

Do you have a work permit if under 18 years of age? \_\_\_\_\_ Have you ever been bonded? \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Position \_\_\_\_\_

Are you legally eligible for employment I this country? \_\_\_\_\_  
(proof of legal right to work in the USA will be required upon employment)

Have you ever been convicted of a felony or released from jail in the last seven (7) years? \_\_\_\_\_  
(If yes, please explain on a separate sheet of paper. Such a 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 which accommodations may be appropriate. (We comply with state and federal laws regarding employment of persons with disabilities).

Typing / data entry \_\_\_\_\_ words per minute \_\_\_\_\_ 10 key by touch \_\_\_\_\_ Accounting \_\_\_\_\_

Bookkeeping \_\_\_\_\_ Filing \_\_\_\_\_ MS Office applications \_\_\_\_\_ Word \_\_\_\_\_ Excel \_\_\_\_\_

PowerPoint \_\_\_\_\_ Access \_\_\_\_\_ Other software / applications \_\_\_\_\_

Licenses possessed, State of issue and expiration date \_\_\_\_\_

List machines you can operate \_\_\_\_\_

**EDUCATION:** Name / city & state      Course of study      Completion date      Degree

High School \_\_\_\_\_

College \_\_\_\_\_

College 2 \_\_\_\_\_

Tech school \_\_\_\_\_

Other \_\_\_\_\_

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**EMPLOYMENT HISTORY:** (Please list most recent employer first)

**Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

Address \_\_\_\_\_

Worked from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Hours per week: \_\_\_\_\_ Wages \_\_\_\_\_

Supervisor's name & title \_\_\_\_\_

Describe your position and duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this reference? \_\_\_\_\_

**Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

Address \_\_\_\_\_

Worked from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Hours per week: \_\_\_\_\_ Wages \_\_\_\_\_

Supervisor's name & title \_\_\_\_\_

Describe your position and duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this reference? \_\_\_\_\_

**Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

Address \_\_\_\_\_

Worked from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Hours per week: \_\_\_\_\_ Wages \_\_\_\_\_

Supervisor's name & title \_\_\_\_\_

Describe your position and duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this reference? \_\_\_\_\_

(Please include an explanation of any gaps in employment dates on a separate sheet of paper)

**MUSIC BACKGROUND:** (instruments played, group affiliations, etc) \_\_\_\_\_

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**OTHER SKILLS AND QUALIFICATIONS:** (Summarize special skills and training that may qualify you for work with our organization)

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**REFERENCES:** (Name, title address & phone of two people you have known for 3+ years, familiar with your performance)

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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 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, all additional 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_