

# JOB APPLICATION

Please Print All Information

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Salary or Hourly Rate Expected: \_\_\_\_\_ Week **Hour** (circle one)

Desired # of Hours: \_\_\_\_\_ Full Time Part Time (circle one)

- Are you currently employed?  Yes  No
- May we contact your present employer?  Yes  No
- Are you 18 years or older?  Yes  No
- Are you prevented from lawfully becoming employed in this country due to Visa or Immigration status? (Proof of citizenship or immigration status is required upon employment.)  Yes  No

Days/Times Available to Work: (check all that apply)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00am – 10:00 am							
10:00 am – 1:00 pm							
1:00 pm – 4:00 pm							
4:00 pm – 7:00 pm							
7:00 pm – 10:00 pm							

Date you can begin work: \_\_\_\_\_

Have you been convicted of a crime (other than a traffic violation.) within the last seven (7) years? (Conviction will not necessarily disqualify an applicant from employment)  Yes  No

If Yes, Please Explain: \_\_\_\_\_

## EDUCATION

SCHOOL NAME & ADDRESS	CREDITS EARNED	MAJOR	DIPLOMA/DEGREE
ELEMENTARY SCHOOL			
HIGH SCHOOL			
COLLEGE (Undergraduate)			
COLLEGE (Graduate)			
COLLEGE (Doctorate)			

List below all present and past employment **beginning with the most recent**. All times must be accounted for whether employed or not. *(Attach an additional sheet if necessary)*

## EMPLOYMENT

COMPANY NAME ADDRESS TYPE OF BUSINESS	FROM	TO	JOB TITLE WORK DESCRIPTION	WEEKLY START SALARY OR HOURLY RATE	WEEKLY END SALARY OR HOURLY RATE	REASON FOR LEAVING	SUPERVISOR NAME TITLE PHONE NUMBER

## REFERENCES

Names of three (3) persons not related to you, whom you've known for at least one year.

NAME	PHONE NUMBER	HOW ACQUAINTED	YRS ACQUAINTED

## PERSONAL BACKGROUND

1. Do you have any experience working with children that is not reflected in the employment history?  Yes  No

If yes, please describe (on individual page):

2. Have you ever been charged in civil or criminal proceedings with improprieties regarding children?  Yes  No

If yes, indicate the nature of the suit, offense, courts, and disposition (on individual page):

3. Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?  Yes  No

If yes, indicate the nature of the suit, offense, courts, and disposition (on individual page):

## APPLICANT'S STATEMENT AND CONDITIONS OF EMPLOYMENT

*(Please read carefully before signing)*

"I understand that an investigative consumer report involving information concerning my character, employment history, general reputation, police record, personal habits, mode of living, credit and indebtedness may be obtained prior to any final offer of employment. Upon timely written request to the personnel department of the company, the nature and scope of the report will be disclosed to me."

"I certify that the answers given by me in this employment application are true, correct and complete. I agree that the company shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application."

"I agree, as a condition of my employment (should I be employed by the Company), to submit to a medical examination if requested and based on the position that I accept or urinalysis test if requested and paid for by the company I further agree to the search or examination of myself or personal property while on the company's premises or while conducting its business elsewhere, I also authorize any company, school, police or security personnel, or other person to give any information regarding my employment, habits, ability, or any other characteristics whatsoever, together with any information they have regarding me whether or not it is in their records. I hereby release all physicians, examiners, companies, schools, or other persons from liability for any damages whatsoever for such testing, examining, or issuing this information. It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates the company to employ me."

"In the event of employment, I will comply with all company rules and regulations as established from time to time including the company's substance abuse policy. I am willing to work all assigned overtime or other special work assignments as requested by the company."

"During my employment and after my employment ends, I agree not to disclose any confidential or proprietary information regarding operating and trade secrets. I further agree that with respect to any civil litigation involving Harris Academy of the Arts, LLC in which I am a potential witness and which does not involve an actual or potential claim by me personally, I will not discuss the facts of the case with any third parties without first notifying Harris Academy of the Arts, LLC or unless a representative or attorney of Harris Academy of the Arts, LLC is present. A copy of this form may be used as the original. The use of results from this form and/or tests will be used for prudent employment decisions."

**This application is valid for sixty days from the application date unless renewed in person or in writing.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pre-Employment Survey (Optional)

Please tell us about yourself...

Name \_\_\_\_\_ Date \_\_\_\_\_

I play a musical instrument...  Yes  No

If yes, check the box(es) next to the instrument(s) you play...

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> voice (soprano) | <input type="checkbox"/> voice (alto)      | <input type="checkbox"/> voice (tenor)     | <input type="checkbox"/> voice (bass)  |
| <input type="checkbox"/> flute           | <input type="checkbox"/> clarinet          | <input type="checkbox"/> saxophone         | <input type="checkbox"/> double reeds  |
| <input type="checkbox"/> trumpet         | <input type="checkbox"/> trombone          | <input type="checkbox"/> french horn       | <input type="checkbox"/> low brass     |
| <input type="checkbox"/> snare drum      | <input type="checkbox"/> mallet percussion | <input type="checkbox"/> trap set          |  |
| <input type="checkbox"/> violin          | <input type="checkbox"/> viola             | <input type="checkbox"/> cello             | <input type="checkbox"/> string bass   |
| <input type="checkbox"/> keyboard/piano  | <input type="checkbox"/> guitar (acoustic) | <input type="checkbox"/> guitar (electric) | <input type="checkbox"/> guitar (bass) |
| <input type="checkbox"/> banjo           | <input type="checkbox"/> mandolin          | <input type="checkbox"/> dulcimer          |  |
| <input type="checkbox"/> other _____     |  |  |  |

I am a "performing" musician...  Yes  No

I am an "amateur" musician...  Yes  No

Preferred Style of Music:

- |                                      |                                    |   |                                      |   |
|--------------------------------------|------------------------------------|---|--------------------------------------|---|
| <input type="checkbox"/> Big Band    | <input type="checkbox"/> Bluegrass | <input type="checkbox"/> Blues                  | <input type="checkbox"/> Celtic      | <input type="checkbox"/> Children's     |
| <input type="checkbox"/> Classical   | <input type="checkbox"/> Country   | <input type="checkbox"/> Contemporary Christian |                                      | <input type="checkbox"/> Easy Listening |
| <input type="checkbox"/> Electronic  | <input type="checkbox"/> Folk      | <input type="checkbox"/> Gospel                 | <input type="checkbox"/> Hip Hop/Rap | <input type="checkbox"/> Jazz           |
| <input type="checkbox"/> Latin       | <input type="checkbox"/> New Age   | <input type="checkbox"/> Pop and Rock           | <input type="checkbox"/> Reggae      | <input type="checkbox"/> Show Tunes     |
| <input type="checkbox"/> Other _____ |                                    |   |                                      |   |

I have taught music...  Yes  No

If "yes", please qualify...  Band  Orchestra  General Music  Vocal  Other \_\_\_\_\_

What level?  Elementary  JHS/MS  High School  College/University

Group  Private

Knowledge of Music Theory...  Not Applicable  Beginning  Intermediate  Advanced

Music Composition Abilities...  Not Applicable  Beginning  Intermediate  Advanced

I have teaching experience in...  Theatre  Dance  Visual Arts  Language Arts

Other \_\_\_\_\_

Rate from 1 – 10 (10 being highest) comfort level of working with the following age groups:

Preferred age to work with... \_\_\_\_\_ Newborn–7 yrs \_\_\_\_\_ 8–12 yrs \_\_\_\_\_ 13–18 yrs \_\_\_\_\_ 19–25 yrs  
\_\_\_\_\_ 26–40 yrs \_\_\_\_\_ 41–65 yrs \_\_\_\_\_ 66+ yrs

What computer skills do you have?  Windows  Mac  Other

Level of Computer Experience...  None  Minimal  Average  Expert

What music program skills do you have?  Sibelius  Finale  Midi  Other

Word...	<input type="checkbox"/> Minimal	<input type="checkbox"/> Average	<input type="checkbox"/> Expert
Excel...	<input type="checkbox"/> Minimal	<input type="checkbox"/> Average	<input type="checkbox"/> Expert
Outlook...	<input type="checkbox"/> Minimal	<input type="checkbox"/> Average	<input type="checkbox"/> Expert
Network...	<input type="checkbox"/> Minimal	<input type="checkbox"/> Average	<input type="checkbox"/> Expert
Publisher...	<input type="checkbox"/> Minimal	<input type="checkbox"/> Average	<input type="checkbox"/> Expert
Other_____	<input type="checkbox"/> Minimal	<input type="checkbox"/> Average	<input type="checkbox"/> Expert

What recording experience do you have ? \_\_\_\_\_

What video and/or photography skills do you have? \_\_\_\_\_

What technical skills relating to music do you have? \_\_\_\_\_

Do you have experience working on webpages? \_\_\_\_\_

Do you have experience maintaining social media for a business? \_\_\_\_\_

I would prefer to work on “things” rather than deal with people...  Yes  No

I have an interest in “technical” things...  Yes  No

I have some background/training in repair of musical instruments...  Yes  No

If “yes”, what have you worked on?  Woodwinds  Brass  Percussion  Orchestral  Fretted

Are you professionally trained?  Yes  No

If yes, do you have your certification?  Yes  No

How would you describe your communication skills? \_\_\_\_\_

Are you a good role model? \_\_\_\_\_

Are you a positive person? \_\_\_\_\_

Why do you want to work with Harris Academy of the Arts, LLC? \_\_\_\_\_

How did you hear about this job opening? \_\_\_\_\_

What are the top three qualities an employee working around young people should possess?  
 \_\_\_\_\_  
 \_\_\_\_\_

Please describe the “ideal” job:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_