

Employment Application
White House of Music
Music for Life

Date of Application: _____

Position Applied for: _____

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Address _____

E-mail address _____ Phone _____

Are you over age 18? Yes _____ No _____

Are you legally employable in the U.S.? Yes _____ No _____

Describe the type of employment you want:

Position _____

Full or part time _____

State your availability:

Hours per week _____

List any specific days on which you will not be available _____

Education

Are you a high school graduate? Yes _____ No _____ Name and location of school _____

Are you a college graduate? Yes _____ No _____ Name and location of school _____

Degree and major _____

Are you a tech or trade school graduate? Yes _____ No _____ Name and location of school _____

Major and degree or certificate _____

List any apprenticeships or other education _____

Describe any other training, education or self-study that you feel is relevant to your employment at White House of Music _____

Employment History

Beginning with the present and going back in time, give information about your past employers.

Current or Most-Recent Employer:

Name and address of employer _____

Telephone _____ Start and end dates _____

Name of supervisor(s) _____

Describe your job title and duties, and the nature of the business _____

Describe how this job experience is relevant to application to White House of Music _____

Reason your employment was terminated _____

May we call this employer? Yes _____ No _____

Second Most-Recent Employer:

Name and address of employer _____

Telephone _____ Start and end dates _____

Name of supervisor(s) _____

Describe your job title and duties, and the nature of the business _____

Describe how this job experience is relevant to application to White House of Music _____

Reason your employment was terminated _____

May we call this employer? Yes _____ No _____

Third Most-Recent Employer:

Name and address of employer _____

Telephone _____ Start and end dates _____

Name of supervisor(s) _____

Describe your job title and duties, and the nature of the business _____

Describe how this job experience is relevant to application to White House of Music _____

Reason your employment was terminated _____

May we call this employer? Yes _____ No _____

References

List the names, addresses and telephone numbers of those who you would like us to call as personal references.

Terms and Conditions – Read Carefully Before Submitting This Application

1. By submitting this Application to White House of Music, I certify that all information that I have given in this Application is true and complete. I understand that any false or incomplete information given by me will disqualify me from consideration for employment, or lead to discharge from employment.
2. By submitting this Application to White House of Music, I:
 - Authorize White House of Music to verify the information I have given in this Application by contacting persons or entities I have listed;
 - Authorize those persons and entities I have listed to respond to White House of Music’s inquiries for this purpose;
 - Release and hold harmless White House of Music and any persons and entities I have listed in this Application from any liability associated with requesting or providing information about me; and
 - Authorize White House of Music to conduct criminal background checks and credit checks if I have applied for, or am being considered for, positions in which I will have contact with minor students, handle cash, or other positions for which criminal and credit checks are pertinent.
3. I understand that employment with White House of Music is at-will, and may be terminated at any time by me or White House of Music, with or without cause.

4. I understand that submitting this Application does not assure me of employment with White House of Music, and that I may be refused employment for reasons contained in this Application, learned in a personal interview, or learned from other sources.
5. I understand that a Predictive Index Survey is required of all applicants, and that my application for employment will not be considered if I do not complete the Survey.

I have read and understood the above Terms and Conditions, and agree to them.

Applicant signature

Date

Application received by White House of Music on _____

Predictive Index Survey completed by Applicant on _____

Applicant interviewed on _____, by _____