

## **Part Time String Repair Shop Assistant/ Building and Grounds Maintenance Position Available**

John Keal Music has an immediate opening for a part time multi-faceted repair shop assistant/building and grounds maintenance position.

The repair shop assistant portion of this position entails working with technicians; cleaning stock rental string instruments, instrument case repairs, receiving and distributing shop parts orders, keeping shared rental accessory and shop supplies stocked and overall shop cleaning.

The building and grounds maintenance portion of this position entails mowing and other landscaping duties, minor snow removal and salting as well as replacing and maintaining stock of light bulbs, air filters, ceiling tiles and other building supplies. Also receiving shipments and overall building and grounds cleaning and upkeep.

Must be mechanically inclined, detail oriented and have good communication skills.

Must have reliable transportation and be able to work between 24-29 hrs/week. The schedule is flexible to work around school or other needs.

John Keal Music has been in business in Albany since 1930, we have been specializing in service to school music programs for over 40 years. We have a full school delivery staff, full service repair shop and many support staff. We maintain the family atmosphere that was established by the Keals with a level of professionalism found in larger companies.

Interested applicants can download an application to email, fax or drop off at our retail store in Albany.

Email to [ESinger@johnkealmusic.com](mailto:ESinger@johnkealmusic.com) or mail to:  
John Keal Music  
Attn: Eric Singer  
819 Livingston Ave  
Albany, NY 12206

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.

*PLEASE PRINT*

|  |                                   |   |                        |
|--|-----------------------------------|---|------------------------|
| Position applied for:                      |                                   | Date of Application:                      |                        |
| How did you learn about us:                |                                   |   |                        |
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> Relative | <input type="checkbox"/> Inquiry/ Walk-in |                        |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Friend   | <input type="checkbox"/> Other            |                        |
| Last Name:                                 | First Name                        | Middle Name                               |                        |
| Address: Number Street                     | City                              | State                                     | Zip                    |
| Phone: Home                                | Cell                              | Other                                     | Social Security Number |

Have you ever filed an application with us before?  Yes  No

If yes, give date \_\_\_\_\_

Do any of your friends or relatives work here?  Yes  No

If yes, print name \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  Yes  No

*Proof of citizenship or immigration status will be required upon employment*

Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work  Full Time  Part Time  Temporary

Please check any instruments you play (either currently or in the past).

- Flute  Clarinet  Sax  Double Reed  Trumpet  Trombone  Low Brass  
 Percussion  Guitar  Violin  Viola  Cello  Bass  Keyboard  Voice  
 Other \_\_\_\_\_

Please describe your music background

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(for road sales applicants)

Do you hold a valid drivers' license?  Yes  No In which state? \_\_\_\_\_ Lic #: \_\_\_\_\_

Please list or describe information, not in your cover letter or resume, that you feel would be helpful in the application process for this particular position.

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**Applicant Statement** (please read before signing)

I certify that all information I have provided in order to apply for and secure work with John Keal Music Company, Inc. (the employer) is true, complete and correct.

I understand that any information provided by me that is false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all reference (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a bias prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the organization.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(for office staff and sales applicants)

As a part of my application process, I authorize John Keal Music Company, Inc., its representatives and agents to do a criminal background check and investigate my credit standing, using the information provided on my application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# References For Employment



**CURRENT EMPLOYER:**

|                    |      |            |                        |
|--------------------|------|------------|------------------------|
| Company Name       |      | Telephone  |                        |
| Address            | City | State      | ZIP Code               |
| Position Held      | From | To         | Starting/Ending Salary |
| Reason for Leaving |      | Supervisor |                        |

**PREVIOUS EMPLOYER:**

|                    |      |            |                        |
|--------------------|------|------------|------------------------|
| Company Name       |      | Telephone  |                        |
| Address            | City | State      | ZIP Code               |
| Position Held      | From | To         | Starting/Ending Salary |
| Reason for Leaving |      | Supervisor |                        |

**PREVIOUS EMPLOYER:**

|                    |      |            |                        |
|--------------------|------|------------|------------------------|
| Company Name       |      | Telephone  |                        |
| Address            | City | State      | ZIP Code               |
| Position Held      | From | To         | Starting/Ending Salary |
| Reason for Leaving |      | Supervisor |                        |

**PERSONAL REFERENCES:**

| Name | Address | Phone | Occupation | Relationship |
|------|---------|-------|------------|--------------|
|      |         |       |            |              |
|      |         |       |            |              |
|      |         |       |            |              |

**APPLICANT STATEMENT**

(Read and Sign Below)

I certify that this employment application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. I have reviewed the Authorization for Criminal Records Verification and Fingerprint Information and acknowledge that I understand the terms set forth therein. I understand that this employment application is not valid without my signature.

|            |      |
|------------|------|
| Print Name |      |
| Signature  | Date |