



APPLICATION FOR EMPLOYMENT
HEID MUSIC

308 E. College Ave., Appleton, WI 54911 – 920.734.1969
 2201 S. Oneida St., Green Bay, WI 54301 – 920.498.2228
 1900 8th St., Wisconsin Rapids, WI 54494 – 715.423.1000

HEID MUSIC IS AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT INFORMATION

Name: _____

 Last First Middle
Address:

 Street City State Zip Code
Phone Number:

 Home Cell/Mobile
Social Security Number: Driver's License Number:

Are you at least 18 years of age? Yes No

Are you eligible to work in the United States of America? Yes No

Have you ever been convicted of a felony? Yes No If yes, please explain: _____
 Conviction will not necessarily be a bar to employment. All information will be considered in relation to the position for which you are applying.

TELL US ABOUT YOURSELF Again, all information will be considered in relation to the position for which you are applying.

Have you ever worked for Heid Music Company? Yes No If so, at which location? _____

Have you ever worked at another Music Store? Yes No If so, where? _____

Position Applying For: _____

What musical instruments are you familiar with? _____

Do you know anyone who currently works for Heid Music or did in the past? _____

Tell us about your experience with Heid Music: _____

EDUCATIONAL BACKGROUND Please provide the following information about your educational history.

High School: _____ **Attendance Dates:** _____ **Graduation:** Yes _____ **Degree:** _____
 Name and Location From Mo/Yr To Mo/Yr Yrs Completed No _____

Trade or Business School: _____ **Attendance Dates:** _____ **Graduation:** Yes _____ **Degree:** _____
 Name and Location From Mo/Yr To Mo/Yr Yrs Completed No _____

Undergraduate College or University: _____ **Attendance Dates:** _____ **Graduation:** Yes _____ **Degree:** _____
 Name and Location From Mo/Yr To Mo/Yr Yrs Completed No _____

Graduate College or University: _____ **Attendance Dates:** _____ **Graduation:** Yes _____ **Degree:** _____
 Name and Location From Mo/Yr To Mo/Yr Yrs Completed No _____

Name of Applicant:

EMPLOYMENT HISTORY

Please provide the following information about your employment history and your career activities, beginning with the most recent.

1. Dates:

Employer:

_____/_____/_____/_____

From: Mo/Yr To: Mo/Yr Name and Location

Phone _____

Salary:

Job Title:

Name of Immediate Supervisor:

_____/_____/_____/_____

Starting Ending

If currently employed, may we contact your current employer? Yes No

Job Responsibilities:

Reason for Leaving:

2. Dates:

Employer:

_____/_____/_____/_____

From: Mo/Yr To: Mo/Yr Name and Location

Phone _____

Salary:

Job Title:

Name of Immediate Supervisor:

_____/_____/_____/_____

Starting Ending

Job Responsibilities:

Reason for Leaving:

3. Dates:

Employer:

_____/_____/_____/_____

From: Mo/Yr To: Mo/Yr Name and Location

Phone _____

Salary:

Job Title:

Name of Immediate Supervisor:

_____/_____/_____/_____

Starting Ending

Job Responsibilities:

Reason for Leaving:

Name of Applicant: _____

ADDITIONAL INFORMATION

Please list any additional training, skills, talents, certificates, extracurricular activities or hobbies that may pertain to the position for which you are applying.

PROFESSIONAL REFERENCES

Please list at least three professional references.

1. Name:	Address:	
_____	_____	
Relationship To You:	Years Known:	Phone:
_____	_____	_____
2. Name:	Address:	
_____	_____	
Relationship To You:	Years Known:	Phone:
_____	_____	_____
3. Name:	Address:	
_____	_____	
Relationship To You:	Years Known:	Phone:
_____	_____	_____

APPLICANT ACKNOWLEDGEMENT

I attest that the information I provided on this application is accurate to the best of my knowledge and any misrepresentation or material omission will be sufficient cause for cancellation of this application or may result in immediate discharge from the employer's service, whenever it is discovered.

I give the employer permission to verify all the information on this application. The employer may contact and obtain information from all educational institutions, employers and references, and to otherwise verify the accuracy of the information contained in the application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

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 basis prohibited by local, state or federal law.

If I am hired, I understand that I am free to terminate my employment with Heid Music Co, Inc. at any time, with or without cause and with or without prior notice. The employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notices, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I have read and understand all the information on this application and seek employment under these conditions.

Applicant's Signature: _____ **Date:** _____

VOLUNTARY APPLICANT DATA RECORD

As an employer taking affirmative action to ensure the removal of any possible past discrimination and to help comply with governmental record-keeping requirements, we would appreciate your completing this form. Completion of this form is *strictly voluntary*. The data will be physically separated from the remainder of your job application before the application is considered for possible employment. The data will be kept in a confidential file, separate from your application for employment.

Applicants are considered for all positions, and employees are treated during their employment without regard to their race, color, creed, religion, sex, national origin, age, marital status, sexual orientation, military status or any job-related disability or medical condition.

Today's Date: _____

Position Applied For: _____

How were you referred to Heid Music Company?

- Newspaper Advertisement Private Employment Agency Friend or Relative Employee of Heid Music
 Internet Walk-in Other; Please Explain: _____

PERSONAL TRAITS

Please Check One:

- Male Female

Please Check One:

- White Black Hispanic Asian/Pacific Islander Native American/ Alaskan Native Other

Check Any that Apply:

- Vietnam Era Veteran Disabled Veteran Disabled Person

THANK YOU VERY MUCH!