



John Keal Music Co., Inc.

John Keal Music Group includes: D&M Music, JKM Clifton Park, JKM Schenectady

819 Livingston Ave, Albany NY 12206

T: 518-482-4405

F: 518-482-4426

www.JohnKealMusic.com

Administrative Staff

We are seeking an individual to join our office team full time. This is an office of four to five full-time employees. While each member of our office staff has some specific duties, we all share certain tasks. Cross training allows each member of this team to step in and help out according to the work load.

Work hours are Monday – Friday 9:30am – 5:30pm.

We are also required to work Saturdays as follows:

September: Every Saturday 9:30am – 5pm (with the exception of Labor Day weekend)

October – June: 1-2 Saturdays per month 9:30am – 2pm (Office staff will rotate)

July & August: No Saturday hours

Duties will include:

- Answering multiple phone lines, assisting customers, and directing calls.
- Posting rental payments and preparing deposits.
- Preparing and mailing billing for instrument rental accounts.
- Maintaining delinquent rental accounts and responsible for “in-house” collection procedure.
- Processing new rentals and customer orders
- Processing instrument return and exchange paperwork
- Maintaining customer accounts and records accurately
- Filing

Must be organized, detail oriented and able to multitask. Good customer service skills are a must. Music knowledge is a bonus but not required.

Salary Range: \$18-\$21/hr

Benefits Include: Paid holidays, sick, personal and vacation time according to years of employment. 401K after one year of employment and health benefits available after a probationary period.

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

Interested applicants should submit a cover letter, resumé, and attached application. Please submit by email to: Cassi Olin, Office Manager; **colin@johnkealmusic.com**

Application For Employment

JOHN KEAL
MUSIC CO., INC



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"/> Employment Agency		<input type="checkbox"/> Friend	
		<input type="checkbox"/> Inquiry/ Walk-in	
		<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

Are you multilingual ☐ Yes ☐ No If yes, what languages do you speak ?

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

(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.

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 _____