

JKM Store Job Post

Full time retail sales position available at John Keal Music Albany

Responsibilities Include:

- Greeting & assisting customers.
- Answering multiple phone lines and directing calls (good customer service skills a must).
- Taking customer supply orders & performing customer requests (instrument returns, exchanges, purchases, etc.).
 - Shipping & receiving inventory.
 - General customer service & showroom upkeep.
- Must have reliable transportation and be willing to travel on occasion (with ample notice).
 - Must be available to work Saturdays
- Must be detail oriented and able to use Microsoft Office & Google Docs.

Requirements:

- Previous experience in retail sales, preferably within the music industry.
 - Strong interpersonal skills and a passion for music.
- Excellent organizational abilities with the capability to multitask effectively.
- Flexibility to work Monday through Saturday during regular business hours.
- Familiarity with software such as the Microsoft Suite, Google Suite, and POS systems
- Strong knowledge of band and orchestra instruments, including their different types, brands, and applications.

Benefits Include:

Paid Holidays, Sick, Personal & Vacation time according to years of employment, 401K after one year of employment & Health benefits available after probationary period.

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

Interested applicants should submit a resume.

These may be brought to our retail store in Albany (address below), Emailed to:

dlynch@johnkealmusic.com, or mailed to:

John Keal Music Company
Attn: Retail Store Job Applications
819 Livingston Ave, Albany NY 12206

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"/> Inquiry/ Walk-in | |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Friend | <input type="checkbox"/> Other _____ | |
| Last Name: | | First Name | Middle Name |
| Address: <i>Number Street</i> | | <i>City</i> | <i>State Zip</i> |
| Phone: <i>Home</i> | <i>Cell</i> | <i>Other</i> | 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 _____

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



John Keal
John Keal Music Company, Inc.
Locally owned and operated since 1930

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