

Repair Shop Assistant/ Building and Grounds Maintenance Position Available

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

The repair shop assistant portion of this position entails working with technicians; disassembling and cleaning stock rental 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 a minimum of 40 hrs/week.

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 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 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

(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 _____

References For Employment



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