



Independent Contractor Application For Music Teachers

To the applicant: Thank you for your interest in our organization. Your application will receive consideration without regard to race, creed, color, sex, age, national origin, disability, or any other protected class status. To enable us to properly and fairly evaluate your application, please answer all of the questions as carefully and completely as possible.

Personal Data

Name _____

Address _____

Home Telephone Number () _____ Work Number () _____

Social Security Number _____

Drivers License: State _____ Number _____ Valid? _____ Yes _____ No

Are you a U.S. Citizen? _____ Yes _____ No

If not a citizen, indicate type of visa: _____ Alien Registration Number _____

Have you ever been convicted of any crime (excluding minor traffic violations) including driving while under the influence of alcohol or drugs? _____ Yes _____ No

If yes, state the offense(s), location(s), date(s) and disposition: _____

Have you ever applied to our company before? _____ Yes _____ No

Have you ever worked for our company before? _____ Yes _____ No

If your answer is yes to either question, state when & where you applied / worked _____

If your services for, or your prior employment with our company were involuntarily terminated, please state the reasons for the termination. _____

In Case of Emergency, Notify:

Name _____

Address _____

Telephone No. (home) () _____ (work) () _____

Teaching Assignment Desired

Most lessons in our company are given after school, evenings, and weekends.

How many days /hours would you like to teach per week? _____ / _____

Are there any days on which you would not be available? _____

List instruments and levels you would be qualified to teach:

Instrument _____ Beg / Intern / Adv Instrument _____ Beg / Intern / Adv

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What is your lesson fee per 1/2 hour? _____

Has the manager discussed our promotional lessons program with you? _____ Yes _____ No

Would you be willing to teach promotional lessons at a reduced rate? _____ Yes _____ No

Date available to start _____

Your Education

	Name	City/State	Yrs. completed	Graduate?	Degree
Elementary	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Trade	_____	_____	_____	_____	_____
Graduate	_____	_____	_____	_____	_____
Other Special Training	_____	_____	_____	_____	_____

If you did not graduate, explain why _____

List any scholastic honors, awards _____

Describe any other school or specialized training _____

Major in college _____ Major instrument _____

Minor in college _____ Minor instrument _____

Employment History (Please list your teaching history in the "Teaching History Section" on the next page.)

Please provide information covering your employment history, other than teaching. Cover your last four jobs and at least the last 12 years. Include periods of military service, if any. Use the comments area at the end of this section to account for any gaps in your employment. Begin with your most recent employment.

Company _____ Dates _____

Address _____

City _____ State _____ Zip _____

Company _____ Dates _____

Address _____

City _____ State _____ Zip _____

Company _____ Dates _____

Address _____

City _____ State _____ Zip _____

Company _____ Dates _____

Address _____

City _____ State _____ Zip _____

Teaching History

Please provide information covering your teaching history. Cover your last four positions and at least the last 12 years. Include periods of military service, if any. Use the comments area at the end of this section to account for any gaps in your teaching. Begin with your most recent position.

Company _____ Dates _____

Address _____

City _____ State _____ Zip _____

Company _____ Dates _____

Address _____

City _____ State _____ Zip _____

Company _____ Dates _____

Address _____

City _____ State _____ Zip _____

Company _____ Dates _____

Address _____

City _____ State _____ Zip _____

Are there any gaps in your employment history (or teaching history) over the past 12 years? _____ Yes _____ No

If Yes, why? _____

If you worked in any of your previous positions under another name, please give that name below (for reference checking purposes)

Are you presently employed? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

Have you ever been arrested? _____ Yes _____ No

If yes, please explain _____

Have you ever been fired, or asked to resign, from a position _____ Yes _____ No

If yes, please explain _____

Have you ever been disciplined in your previous employment? _____ Yes _____ No

If yes, please explain _____

Comments on your work experience _____

Work References

List people for whom you've worked (or taught) who have personal knowledge of your character, experience, and capability. If you have a limited work history, you may also list teachers, advisors, or college professors who know you. (We must be able to reach at least three references).

Name _____

Address _____

Telephone _____

Company / Type of Work _____

Name _____

Address _____

Telephone _____

Company / Type of Work _____

Name _____

Address _____

Telephone _____

Company / Type of Work _____

Name _____

Address _____

Telephone _____

Company / Type of Work _____

Please indicate if there are any people listed above whom we should not contact:

Please read the completed application over carefully before signing below

ACKNOWLEDGEMENT: The answers to the above questions are true and complete. I understand that any inaccurate or misleading information may cause rejection of this application or dismissal. I grant permission for the Company to investigate my references, and I authorize my references to provide any information to the Company that they deem appropriate. I authorize the Company to make an investigative consumer report which may contain information obtained through personal interviews with my friends, neighbors, and acquaintances. If made, this inquiry may include information as to my character, general reputation, and personal characteristics.

Signature _____

Date _____

Applicant: (Do not write on this page)

Reference Checks

To Whom _____	By Phone _____	By Letter _____	Date Sent _____	Follow Up _____
Remarks _____				

To Whom _____	By Phone _____	By Letter _____	Date Sent _____	Follow Up _____
Remarks _____				

To Whom _____	By Phone _____	By Letter _____	Date Sent _____	Follow Up _____
Remarks _____				

To Whom _____	By Phone _____	By Letter _____	Date Sent _____	Follow Up _____
Remarks _____				

Starting Date _____

Necessary before retaining teachers:

1. Applicant must complete and sign the "Independent Contractor Application"
2. Applicant must sign the "Background Verification Disclosure, Authorization and Release Form"
3. Applicant interview conducted, using the "Teacher Applicant Interview Guide"
4. "Evaluation Sheet" completed by the manager, then carefully reviewed
5. At least 3 work references checked, documented and approved
6. Criminal background check completed

At the time of retaining a new teacher:

- "Music Teacher Agreement" must be dated and signed by teacher and manager
- Encourage teacher to watch the video, *Legal Issues in Teaching*

Copy Distribution:

- All forms above have original filed at the store, and a copy promptly sent to Minneapolis Personnel