



**ROSIE'S HOUSE: A MUSIC ACADEMY FOR CHILDREN
EMPLOYMENT APPLICATION**

Type or print your answers to the following questions.
Please answer all questions, as an incomplete application will not be considered.

Date _____ Position Requested _____

Full Legal Name _____
Last
First
Middle

Other Names Used _____

Current Address _____

City _____ State _____ Zip Code _____

Telephone _____ Social Security No. _____

If at the above address less than 5 years, please list previous address.

Street Address _____

City _____ State _____ Zip Code _____

EMPLOYMENT HISTORY

List current or most recent employer first.

COMPANY/ORGANIZATION	DATES	
	FROM	TO
REASON FOR LEAVING		
COMPANY/ORGANIZATION	DATES	
	FROM	TO
REASON FOR LEAVING		
COMPANY/ORGANIZATION	DATES	
	FROM	TO
REASON FOR LEAVING		

EDUCATION

List most recent educational experience first.

Education and training levels are relevant for employment only to the extent allowed by law. Rosie's House values lived experience and acknowledges that educational pathways can be varied.

NO. OF YEARS	SCHOOL NAME	CITY/STATE	DID YOU GRADUATE?	MAJOR COURSE/DEGREE

BACKGROUND INFORMATION

1. Are you legally eligible for employment in the US? YES NO

*Proof of citizenship or immigration status will be required upon employment.

2. Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, sexual abuse or other immoral behavior or conduct, involving adults or children? Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual abuse or sexual harassment involving adults or children?

YES NO If yes, please attach a statement describing the circumstances and relevant facts.

3. Were you a victim of sexual abuse or molestation while a child? (If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence rather than answering on this form. Answering yes, or failing to answer, will not automatically disqualify an applicant).

YES NO

4. Are you over 18 years of age? YES NO

5. Contact for notification in case of emergency _____

6. Phone number and relationship to you _____

7. If hired, when would you be available? _____

8. Are there any days/hours you would not be available to work? _____

9. Have you previously worked for us? (If yes, give dates) _____

10. Do you have any friends or relatives employed by us? (If yes, please list)

11. Who referred you to us? _____

REFERENCES (Please include complete address, city, state, zip code)

*** One reference must be a person of the opposite sex, one a family member, and the rest non-family members.**

PERSONAL

Name	Address			
City	State	Zip	email	phone

PREVIOUS SUPERVISOR

Name	Address			
City	State	Zip	email	phone

PROFESSIONAL/CIVIC

Name	Address			
City	State	Zip	email	phone

FAMILY MEMBER

Name	Address			
City	State	Zip	email	phone

LEGAL HISTORY

For any “yes” answers, please attach a detailed explanation in writing.

An affirmative answer does not necessarily disqualify an applicant from employment.

- Y N** Have you ever been convicted of a criminal offense (felony or misdemeanor) involving moral turpitude or violence? (Crimes of moral turpitude involve fraud, theft or dishonesty).
Answer “yes” if you have entered a plea agreement, including a deferred sentence or deferred judgment arrangement in connection with a criminal case. Answering “yes” does not necessarily preclude applicant from employment.
- Y N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?
- Y N** Have you ever reported to any organization or registry for abuse or misconduct involving children?
- Y N** Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?
- Y N** Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?
- Y N** Have you ever been reprimanded, or asked to leave or end your involvement/work in any program or organization providing services to children?
- Y N** Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?
- Y N** Do you now or have you ever sought out or intentionally viewed child pornography?



**APPLICANT STATEMENT
PLEASE READ CAREFULLY BEFORE SIGNING**

I hereby authorize you to contact any references or organizations listed in this application and authorize such references or organizations to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this application by Rosie's House: A Music Academy for Children, I **release** Rosie's House: A Music Academy for Children, all of its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such information to you. I **waive** any right that I may have to inspect any information provided about me by any person or organization identified by me in this application, except what may be required by law.

I understand and agree that if I am offered conditional employment with the organization, my appointment is for no definite period and may, regardless of the date or method of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits and operating policies.

I agree that if the organization employs me, in the future a potential employer may contact the organization or its representatives concerning my work record and my work performance at the organization.

I hereby consent to and authorize persons employed by the organization to divulge any and all information they consider relevant to any person representing him or herself to be an employer or potential employer of mine with respect to my work and/or performance of my job at the organization. This consent specifically includes any information related to any allegation or investigation of child abuse or sexual abuse or molestation in any form.

I understand and agree that in the performance of my duties as an employee of the organization, or after I leave the organization, that I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I understand and agree that it is critical to the mission of Rosie's House: A Music Academy for Children that all employees conform to the highest standards of safety and interpersonal conduct. I affirm that I will strictly comply with Rosie's House: A Music Academy for Children's policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal.

My responses above are true and correct. I understand and agree that any false answers or statements made by me on this application or any supplement thereto, or any false statements made to the representative(s) of Rosie's House: A Music Academy for Children during the interview process will be sufficient grounds for not extending an offer of employment, or immediately discharging me, no matter when discovered.

I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE FOREGOING "APPLICANT STATEMENT" AND FURTHER UNDERSTAND AND AGREE THAT A COPY OF THIS APPLICATION SHALL BE AS VALID AS THE ORIGINAL.

Applicant Signature _____ Date _____



Applicant Statements and Agreed Code of Conduct

Please initial each of the following statements:

- _____ I understand that **my references and contacts** from prior volunteer or employment with children, students, or disabled adults may be contacted and that an appropriate **criminal background check** will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize Rosie's House: A Music Academy for Children to undertake a criminal background check of my past.
- _____ I understand that I must be interviewed and screened before I begin my employment.
- _____ I understand that I can withdraw from the application process at any time.
- _____ I understand that Rosie's House: A Music Academy for Children has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that Rosie's House: A Music Academy for Children cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my employment and possible criminal charges.
- _____ I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, a student or disabled adult, and I have never been accused of these acts.
- _____ I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application for employment, and that refusal to inform Rosie's House: A Music Academy for Children of the contents of a sealed criminal record will result in the automatic denial of the application.
- _____ If employed, I agree to read and abide by all Policies and Procedures provided to me by Rosie's House: A Music Academy for Children concerning my conduct and behavior toward children, students or disabled adults.

Signature: _____ Date: _____

For Office Use Only

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: _____ Date: _____