

# How to complete the **Application for Teachers** form

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## Filling in the application form

You can fill in this application form a number of ways:

**By Hand:** Complete the form in pen. Please print clearly. It can be mailed back to us or scanned and sent by email.

**Electronically:** You can complete this form electronically by clicking on or typing into the response fields on the form. You can use the tab key to move between response fields.

**!** You can complete this form electronically and print it but you cannot save it unless you follow these steps:

**STEP 1:** Save this form to your hard drive

**STEP 2:** Close your Internet Browser

**STEP 3:** Open the *Application Form for Teachers* file on your hard drive

**STEP 4:** Fill in the response fields

**STEP 5:** Save the form

The completed form on your hard drive can then be sent back to Key Mobile Music as an email attachment. For more information, contact 780-569-5010.

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## Returning the form to us

The form can be returned to us by mail, fax, or email.

Key Mobile Music  
49 Osborne Close  
St. Albert, AB T8N 6T2  
Fax: 780-569-5310  
Email: [info@keymobilemusic.com](mailto:info@keymobilemusic.com)





# Music Teacher Application

## Personal Data

Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Do you have a current Criminal Record Check (within past two years)?  Yes  No

*(Dated within the last two years. Required after hiring)*

## In Case of Emergency, Notify:

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

## Teaching Assignment Desired

Which days/times would you be available? \_\_\_\_\_

Date available to start \_\_\_\_\_

In what areas of the city would you be able to teach? \_\_\_\_\_

Method of transportation \_\_\_\_\_

## Instruments you play and the levels you are qualified to teach:

Piano:  Beginner  Intermediate  Advanced

Voice:  Beginner  Intermediate  Advanced

Guitar:  Beginner  Intermediate  Advanced

Music theory:  Beginner  Intermediate  Advanced

Other Instrument: \_\_\_\_\_

Beginner  Intermediate  Advanced

**Education**

	Name of Institution	City/Prov	Year Finished	Degree Name
High School	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Graduate	_____	_____	_____	_____
Other	_____	_____	_____	_____

**Music Examinations**

Royal Conservatory/Conservatory of Canada:  Piano  Guitar  Voice  Other: \_\_\_\_\_  
Highest level completed \_\_\_\_\_ Examination Date \_\_\_\_\_ Mark Received \_\_\_\_\_  
Comments \_\_\_\_\_

Royal Conservatory/Conservatory of Canada:  Piano  Guitar  Voice  Other: \_\_\_\_\_  
Highest level completed \_\_\_\_\_ Examination Date \_\_\_\_\_ Mark Received \_\_\_\_\_  
Comments \_\_\_\_\_

Royal Conservatory/Conservatory of Canada Music Theory:  
Highest level completed \_\_\_\_\_ Examination Date \_\_\_\_\_ Mark Received \_\_\_\_\_  
Comments \_\_\_\_\_

Please outline any additional relevant education:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Music Teaching History**

Company \_\_\_\_\_ City/Prov \_\_\_\_\_ Dates \_\_\_\_\_  
Average # of students taught per week \_\_\_\_\_ Did you prepare students for exams?  Yes  No  
Instrument(s):  Piano  Guitar  Voice  Other: \_\_\_\_\_  
Additional Information: \_\_\_\_\_

Company \_\_\_\_\_ City/Prov \_\_\_\_\_ Dates \_\_\_\_\_  
Average # of students taught per week \_\_\_\_\_ Did you prepare students for exams?  Yes  No  
Instrument(s):  Piano  Guitar  Voice  Other: \_\_\_\_\_  
Additional Information: \_\_\_\_\_

**Other Employment History**

Company \_\_\_\_\_ City \_\_\_\_\_

Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Duties \_\_\_\_\_

Company \_\_\_\_\_ City \_\_\_\_\_

Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Duties \_\_\_\_\_

**Character References**

List two people who have personal knowledge of your character, experience and capability.

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ How long have you known him/her? \_\_\_\_\_

How do you know this reference? \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ How long have you known him/her? \_\_\_\_\_

How do you know this reference? \_\_\_\_\_

**Application Check List:**

- Completed Application Form
- Copies of music examination certificates/music degrees
- Copy of government-issued photo ID *(required after hiring)*
- Copy of a recent Criminal Record Check *(dated within the last two years. required after hiring)*

**Please read the completed application over carefully before signing below.**

**ACKNOWLEDGEMENT:**

The answers to the above questions are true and complete, to the best of my knowledge. I understand that any inaccurate or misleading information may cause rejection of this application or dismissal. I grant permission for Key Mobile Music to contact my references.

Signature \_\_\_\_\_ Date \_\_\_\_\_