

GUITAR CENTER
EMPLOYMENT APPLICATION



We help people make music

Guitar Center is an equal opportunity employer and will not discriminate on the basis of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age religion, creed, medical condition as defined by state and federal law, physical or mental disability, marital status, veteran status, political affiliation or any other category protected by applicable federal, state or local law.

DATE ____/____/____

SIGNED _____

DO NOT WRITE BELOW THIS LINE

Location: _____

Date Interviewed: _____

Position Applied For: _____

Interviewer: _____

An Equal Opportunity Employer

(Please Print)

General Background

Are you legally eligible to work in the U.S.? _____

Name: _____ Are you under the age of 18? _____
First Middle Last

Home Address: _____

City: _____ State: _____ Zip: _____ How Long? _____

Telephone Number: (____) _____

Previous Address (if at present address less than one year:)

Home Address: _____

City: _____ State: _____ Zip: _____ How Long? _____

Education

Circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate High School? Yes ___ No ___ Did you attend College? Yes ___ No ___

Did you graduate? Yes ___ No ___ College Attended: _____

Are you presently attending school? Yes ___ No ___

If "Yes", what courses are you taking? _____

If "No", are you planning to do so in the next 12 months? Yes ___ No ___

Employment Information

Position(s) applied for: _____

How did you hear about this job? _____

Are you related to anyone presently employed with this company? Yes ___ No ___

If "Yes", please list name and relationship: _____

Have you, in the last seven years, ever been convicted of a crime that has not been expunged, sealed, pardoned, annulled, discharged, statutorily eradicated or dismissed upon condition of probation? Yes ___ No Record ___
A criminal conviction will not necessarily be a bar to employment.

California Applicants: Answer "Yes" only if the conviction or release from imprisonment was within the last seven (7) years. You may answer "No Record" with respect to any conviction for a marijuana offense if the conviction occurred more than two years prior to the date this application is completed. In addition, do not provide any information regarding a referral to and participation in any pre-trial or post-trial diversion program.

Georgia Applicants: Smoking is prohibited in all enclosed areas within places of employment, except areas meeting certain requirements and designated by the employer as smoking areas.

Connecticut Applicants: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased. Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a are records related to (a) determinations of "delinquency" or that, as a child, you were a member of a family with service needs, (b) a ruling you are a "youthful offender", (c) a finding you are not guilty for a criminal charge, or (d) a conviction for which you have received an "absolute pardon". Any person whose criminal records have been erased pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a shall be deemed to never have been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Illinois Applicants: You are not required to reveal any expunged convictions, including expunged juvenile convictions.

Massachusetts Applicants: If you have a sealed record on file with the commissioner of probation you may answer "No Record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. You may answer "No Record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. In addition, you may answer "No Record" with respect to a first conviction for: (1) the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violation, affray or disturbances of the peace; or (2) any misdemeanor conviction where the date of conviction or any resulting incarceration occurred five or more years ago.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Pennsylvania Applicants: You may answer "No Record" with respect to any conviction for a misdemeanor or summary offense.

Rhode Island Applicants: The company is subject to Chapters 29-38 of Title 28 of the General Laws of Rhode Island, and is therefore covered by the state's workers' compensation law.

Smoking is prohibited in all enclosed facilities within the workplace without exception.

Utah Applicants: You may answer "No Record" with respect to any conviction for a misdemeanor or summary offense.

Washington Applicants: Answer "Yes" only if the conviction or release from imprisonment was within the last ten (10) years, or related to the functions of the position for which you are applying. If you checked "Yes," please explain below. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.

Maryland Applicants:

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

I hereby acknowledge receipt of the Maryland notice regarding prohibition of lie detectors or similar tests

Maryland Applicant Signature

Have you filed an application here before? Yes ___ No ___ If yes, give date: ___/___/___

Have you ever been employed with Guitar Center? Yes ___ No ___ If yes, give date: ___/___/___

If "Yes", at which location? _____

On what date would you be available for work? _____

Hours of availability (please check all that apply) Days Evenings Weekends
Unavailability to work due to religious obligations should not be listed.

Please list all jobs held during the last five years; full and part time. Start with current or most recent and work back. Please account for all periods of unemployment. Please treat multiple temporary assignment through the same agency as one previous employer.

Massachusetts Applicants: You may include volunteer service.

1. From: ____/____ To: ____/____

Company: _____ Address: _____ Phone: () _____

Position: _____ Salary: _____ Immediate Supervisor: _____

Reason for Leaving: _____

2. From: ____/____ To: ____/____

Company: _____ Address: _____ Phone: () _____

Position: _____ Salary: _____ Immediate Supervisor: _____

Reason for Leaving: _____

3. From: ____/____ To: ____/____

Company: _____ Address: _____ Phone: () _____

Position: _____ Salary: _____ Immediate Supervisor: _____

Reason for Leaving: _____

4. From: ____/____ To: ____/____

Company: _____ Address: _____ Phone: () _____

Position: _____ Salary: _____ Immediate Supervisor: _____

Reason for Leaving: _____

5. From: ____/____ To: ____/____

Company: _____ Address: _____ Phone: () _____

Position: _____ Salary: _____ Immediate Supervisor: _____

Reason for Leaving: _____

(If more space is needed please use last page of application)

What income do you expect from this job? _____

Please list any other skills, hobbies, or interests you believe may be related to the job for which you are applying. Also, please indicate your level of experience in these areas as basic, intermediate or advanced.

Guitar Center is firmly committed to a policy of equal employment opportunity. This means there can be no discrimination on any conditions of employment including recruitment and hiring, opportunities for advancement, participation in training programs, wages, salaries or benefits. Simply stated, equal opportunity means that every individual has an equal chance to compete for job opportunities within the company, regardless of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age religion, creed, medical condition as defined by state and federal law, physical or mental disability, marital status, veteran status, political affiliation or any other category protected by applicable federal, state or local law.

All employees are to be treated with respect and dignity. Sexual harassment or harassment for any reason, such as that based on race, color, religion, national origin, age, marital status or disability by a supervisor or another employee will not be tolerated under any circumstances, and can lead to disciplinary action, up to and including discharge. Sexual harassment includes soliciting sexual favors from an unwilling subordinate or co-worker in return for promotions, increase wages, continuance of employment, and the like.

Certification

I certify that the answers provided in this Application are true and complete. By submitting this application I hereby authorize the release of any employment data relevant to employment with Guitar Center for the purpose of employment investigation. I authorize a thorough investigation of my past employment, activities, and background and agree to cooperate in such investigation and release from liability or responsibility all persons and corporations requesting or supplying such information. The investigation may also include a determination of any criminal record. I release from all liability and responsibility all persons and entities requesting or supplying information about my employment or educational background and experience listed on this Application, including my present employer.

I agree to submit to any lawful criminal background checks and drug, alcohol, or other testing that may be required as a condition of employment or continued employment, as allowed by state law, and understand that refusal to promptly submit and cooperate with such testing proper to or during the course of my employment will result in disqualification from consideration for employment, or, if hired, termination.

I fully understand that if employed, any misrepresentation or omission on this Application, a resume I submit to the Company, or on any other company record will result in dismissal, regardless of date of discovery. In addition, I fully understand that if employed; any misrepresentation or misleading information provided by me during interviews will also result in dismissal, regardless of date of discovery. I acknowledge that employment is also subject to a satisfactory review of my references.

Neither this Application nor any statements made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such contract is intended, I understand that it will be separately entered into and signed by an authorized executive of Guitar Center. Absent such contract, I understand that if hired, my employment will be terminable-at-will, without cause or notice, that I am not being employed for any specified or definite period of time, and that this Application is not intended to be a contract, offer, statement or confirmation or for continued employment. I understand that any employee handbook or manual does not represent an employment contract if I am hired. The Company may alter, modify, amend, or terminate any of its policies and benefits, both as to active and retired employees.

Signature of Applicant

Date

**Thank you for taking the time to complete this Application.
Guitar Center is an Equal Opportunity Employer**