



## GRAMMY U<sup>®</sup> REPRESENTATIVE APPLICATION

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A first break can completely change a young professional's career. As one of the best ways to gain the experience, contacts, and expertise to begin a career in music, the Recording Academy's GRAMMY U program provides college students with an inside look into the recording industry and the necessary foundation for their professional development.

As a GRAMMY U Representative, you'll act as the leader of your community and liaison to your peers.

GRAMMY U Representatives learn a variety of skills geared toward familiarizing themselves with all facets of the music industry including programming, non-profit campaigns, brand marketing, event planning, finance, and industry relations.

### REQUIREMENTS

- Current enrollment at a college/university. One year of course work towards degree in related field is preferred.
- A passion for music and a desire to start a career in the recording industry.
- Strong verbal, written, and analytical skills.
- Proficient computer skills.
- Sophomore or junior standing at your university preferred.

### REPRESENTATIVE DESCRIPTION

- Duration: One full school year.
- Part-time (20 hours a week).
- Most work will occur during regular business hours; however, some evening and weekend work may be required.
- A stipend is offered to all interns.

### ABOUT US

The Recording Academy represents the voices of performers, songwriters, producers, engineers, and all music professionals. Dedicated to ensuring the recording arts remain a thriving part of our shared cultural heritage, the Academy honors music's history while investing in its future through the GRAMMY Museum<sup>®</sup>, advocates on behalf of music creators, supports music people in times of need through MusiCares<sup>®</sup>, and celebrates artistic excellence through the GRAMMY Awards<sup>®</sup>—music's only peer-recognized accolade and highest achievement. As the world's leading society of music professionals, we work year-round to foster a more inspiring world for creators.



## CHAPTER OFFICES

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# RECORDING ACADEMY

## APPLICATION FORM

Please fill out this application in full (remember to sign and date the last page) and mail it to the location where you would like to apply. See page two for a list of regional locations.

### GENERAL INFORMATION (Please type or print in ink)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

PERMANENT HOME ADDRESS (if different) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

FACULTY ADVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

MAJOR \_\_\_\_\_ GPA \_\_\_\_ / \_\_\_\_ CAREER GOAL \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER? \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

ARE YOU A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE U.S.? \_\_\_\_\_

### EDUCATION

<u>SCHOOL LEVEL</u>	<u>NAME &amp; LOCATION OF SCHOOL</u>	<u>DATES OF ATTENDANCE</u>	<u>DID YOU GRADUATE?</u>
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HIGH SCHOOL(S) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COLLEGE(S) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MISCELLANEOUS**

DESIRED RESPONSIBILITIES \_\_\_\_\_

DATE YOU ARE AVAILABLE TO START \_\_\_\_\_

ARE YOU ELIGIBLE TO RECEIVE SCHOOL CREDIT? YES  NO

ARE YOU AVAILABLE TO WORK 20 HOURS A WEEK? YES  NO

IF REQUESTED, ARE YOU AVAILABLE TO WORK (check as many that would apply)

WEEKENDS       DAY TIME       EVENINGS       OVERTIME

AREAS OF SPECIAL INTEREST OR STUDY \_\_\_\_\_

\_\_\_\_\_

CURRENT ACTIVITIES AND CLUBS THAT I AM ACTIVELY INVOLVED IN ON CAMPUS OR IN THE COMMUNITY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AWARDS OR RECOGNITION \_\_\_\_\_

LEADERSHIP POSITIONS I'VE HELD \_\_\_\_\_

MY EXPERIENCE ORGANIZING EVENTS INCLUDES \_\_\_\_\_

\_\_\_\_\_

**PERFORMANCE AND JOB-RELATED FUNCTIONS**

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING? YES  NO

IS THERE ANY REASON WHY YOU WOULD NOT BE ABLE TO FULLY CONFORM TO ALL ATTENDANCE REQUIREMENTS? YES  NO

IF YOU BECOME A STUDENT REPRESENTATIVE WITH THE ACADEMY DO YOU AGREE TO COMPLY WITH THE RULES, REGULATIONS AND PROCEDURES OF THE COMPANY? YES  NO

DO YOU TAKE ANY ILLEGAL DRUGS? IF YES, DESCRIBE FULLY: YES  NO

\_\_\_\_\_

DO YOU CONSUME ALCOHOL? YES  NO

IF YES, DO YOU DRINK TO THE EXTENT THAT YOU WOULD BE PREVENTED FROM PERFORMING THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING?

YES  NO

**CRIMINAL MATTERS**

*Do not identify convictions for which the criminal record has been expunged, sealed or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.*

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES  NO

*Include all pleas of "guilty" or "no contest."*

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR WITHIN THE LAST SEVEN YEARS?

YES  NO

*Do not identify marijuana-related misdemeanor convictions occurring more than two years ago.*

IF YES TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN FULLY:

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*This information will not necessarily disqualify an applicant.*

**FORMER EMPLOYERS** (List last two employers, starting with the most recent one.)

**EMPLOYER #1**

NAME & ADDRESS OF PRESENT OR LAST EMPLOYER \_\_\_\_\_

STARTING DATE \_\_\_\_\_ LEAVING DATE \_\_\_\_\_

HR./MO. STARTING SALARY \_\_\_\_\_ HR./MO. LEAVING SALARY \_\_\_\_\_

JOB TITLE \_\_\_\_\_ MAY WE CONTACT IMMEDIATE SUPERVISOR? \_\_\_\_\_

NAME & TITLE OF IMMEDIATE SUPERVISOR \_\_\_\_\_

PHONE \_\_\_\_\_ HOME PHONE  WORK PHONE

ANOTHER SUPERVISOR OR COWORKER \_\_\_\_\_

PHONE \_\_\_\_\_ HOME PHONE  WORK PHONE

TERMINATION WAS: VOLUNTARY  INVOLUNTARY

EXACT REASON(S) FOR LEAVING \_\_\_\_\_

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## EMPLOYER #2

NAME & ADDRESS OF PAST EMPLOYER \_\_\_\_\_

STARTING DATE \_\_\_\_\_ LEAVING DATE \_\_\_\_\_

HR./MO. STARTING SALARY \_\_\_\_\_ HR./MO. LEAVING SALARY \_\_\_\_\_

JOB TITLE \_\_\_\_\_ MAY WE CONTACT IMMEDIATE SUPERVISOR? \_\_\_\_\_

NAME & TITLE OF IMMEDIATE SUPERVISOR \_\_\_\_\_

PHONE \_\_\_\_\_ HOME PHONE  WORK PHONE

ANOTHER SUPERVISOR OR COWORKER \_\_\_\_\_

PHONE \_\_\_\_\_ HOME PHONE  WORK PHONE

TERMINATION WAS: VOLUNTARY  INVOLUNTARY

EXACT REASON(S) FOR LEAVING \_\_\_\_\_

## NARRATIVE

*Please answer the following questions on a separate sheet of paper and attach it to the completed application. Each answer should be no more than 300 words.*

1. What GRAMMY U events would you like to see happen on your college campus?
2. How would you increase the GRAMMY U membership numbers on your college campus?
3. What special qualities or traits can you bring to this program?

*PLEASE ALSO INCLUDE IN YOUR APPLICATION TWO LETTERS OF RECOMMENDATION. FACULTY OF YOUR SCHOOL AND EXTRACURRICULAR DIRECTORS ARE PREFERRED. PLEASE ALSO ATTACH A CURRENT RESUME.*

### CHECKLIST:

- Completed Application
- Resume
- Two Letters of Recommendation from Faculty
- Narrative

I certify that the above information is true and correct. As a GRAMMY U Representative, I agree to abide by the policies and procedures of the Recording Academy and the GRAMMY U Program. I understand that as a GRAMMY U Representative, I am not entitled to participate in any of the benefit plans provided by the Company, including but not limited to vacation and sick pay and/or the Company group health plan. I acknowledge that I have received and it is my responsibility to become familiar with 1) Sexual Harassment Policy 2) Company Harassment Policy 3) E.E.O. Policy 4) Rules of Conduct 5) Company Confidentiality Agreement and 6) Agreement to Mediate/Arbitrate.

APPLICANT'S SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

**FOR INTERNAL USE ONLY**

Location \_\_\_\_\_ Duration \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Hours per week \_\_\_\_\_ College Course Credit (if applicable) \_\_\_\_\_

\_\_\_ Agreement to Mediate/Arbitrate \_\_\_ Confidentiality Agreement \_\_\_ Resume

\_\_\_ Project Summary \_\_\_ Two Letters of Recommendation

