



GRAMMY U[®] REPRESENTATIVE APPLICATION

A first break can completely change a young professional's career. The Recording Academy[™]'s GRAMMY U[®] program is one of the best ways to gain the experience, contacts, and expertise to begin a career in music; the program provides college students with an inside look into the recording industry and the necessary foundation for 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, nonprofit campaigns, brand marketing, event planning, finance, and industry relations.

REQUIREMENTS

- Current enrollment at a university. One year of course work toward a degree in a music-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.

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.

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[®], advocates on behalf of music creators, supports music people in times of need through MusiCares[®], and celebrates artistic excellence through the GRAMMY Awards[®]—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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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 & 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:

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 _____

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

