

Today's Date: / /

**Application must be filled out in its entirety in order for you to be considered for employment.**

# Ann & Hope

## OUTLET SHOPS

### EMPLOYMENT APPLICATION

- Garden Outlet       Curtain & Bath Outlet  
 Warehouse/Distribution       The Dollar Outlet       Corporate

LOCATION: \_\_\_\_\_

We are an equal opportunity employer committed to making employment decisions on a non-discriminatory basis. Please notify Human Resources personnel if you require assistance in filling out this application form or in any other phase of the application process so that we may accommodate your needs.

<b>PERSONAL</b>							
Last Name	First	Middle	Home Phone (    )				
Present Street Address			Business/Message Phone (    )				
City	State	Zip					
Have you ever been employed or ever applied for employment with one of our companies? If YES – Which Location?			<input type="checkbox"/> YES		<input type="checkbox"/> NO		
Are you at least 18 years of age? If NO: Do you have a work permit?			<input type="checkbox"/> YES		<input type="checkbox"/> NO		
If hired, can you provide proof that you are lawfully eligible to work in the United States? (Upon hire, you will be required to provide proof of your identity and authorization to work)			<input type="checkbox"/> YES		<input type="checkbox"/> NO		
Have you ever been convicted of a felony? Have you been convicted of a misdemeanor within the past 5 years?			<input type="checkbox"/> YES		<input type="checkbox"/> NO		
An affirmative response does not necessarily bar you from employment as the nature, severity and dates of occurrence are all considered in making the employment decision. An applicant with a sealed record of entries on file with the commissioner of probation may answer "no record" to an inquiry about prior convictions. In addition, any applicant for employment may answer "no record" to an inquiry relative to all cases of delinquency or as a "child-in-need-of-service" for which no criminal prosecution resulted. With regard to misdemeanors, do not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.			If YES: Please Explain:				
Have you ever been discharged from any company for violation of company policy? If YES: Please Explain:			<input type="checkbox"/> YES		<input type="checkbox"/> NO		
<b>EMPLOYMENT DESIRED</b>							
Position Desired						Rate of Pay Expected	
Specify hours and days available: <input type="checkbox"/> Full Time (35 Hrs. or more) <input type="checkbox"/> Part-Time (Under 35 Hrs.) <input type="checkbox"/> Temporary							
When could you start employment? _____				Will you work overtime if asked? <input type="checkbox"/> YES <input type="checkbox"/> NO			
SUN	MON	TUE	WED	THUR	FRI	SAT	
From    To	From    To	From    To	From    To	From    To	From    To	From    To	From    To

Are you able to perform the essential requirements of the position?  YES  NO

If NO, are there reasonable accommodations that can be made to allow you to do so?  YES  NO

Explain:

Name of Relative(s) employed by this Company:

\_\_\_\_\_

What are the two most important factors to you in choosing a job?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

**EMPLOYMENT HISTORY** -- Start with present or last position and account for all periods of time not covered – verified volunteer work is acceptable – attach additional sheets if necessary

**EMPLOYER 1**

Company Name	Telephone
Address	Employed ( State Month and year) From: _____ To: _____
Name of Supervisor and Title	Weekly Pay Start: _____ Last: _____
Job Title and Description of your work responsibilities	Reason for Leaving:
What did you like most about this position?	
What did you like least about this position?	
May we contact this employer for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	Your Name When employed if different:

**EMPLOYER 2**

Company Name	Telephone
Address	Employed ( State Month and year) From: _____ To: _____
Name of Supervisor and Title	Weekly Pay Start: _____ Last: _____
Job Title and Description of your work responsibilities	Reason for Leaving:

What did you like most about this position?	
What did you like least about this position?	
May we contact this employer for reference?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Your Name When employed if different:	

**EMPLOYER 3**

Company Name	Telephone
Address	Employed ( State Month and year) From: _____ To: _____
Name of Supervisor and Title	Weekly Pay Start: _____ Last: _____
Job Title and Description of your work responsibilities	Reason for Leaving:
What did you like most about this position?	
What did you like least about this position?	
May we contact this employer for reference?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Your Name When employed if different:	

**EDUCATION**

High School	City	Course of Study	Graduate? Yes or No	Circle Yr Completed
				9 10 11 12
Tech or Trade School	City	Course of Study	Graduate? Yes or No	
				1 2 3 4
College/University	City	Major	Minor	Graduate? Yes or No
				1 2 3 4
College/University	City	Major	Minor	Graduate? Yes or No
				1 2 3 4

Additional job-related seminars, short courses, workshops, or other educational experience?

**AGREEMENT**

I hereby certify that the information that I have provided in this employment application is true and correct to the best of my knowledge and that I have not withheld information that would, if disclosed, affect this application unfavorably.

I understand that falsified or intentionally misleading information in any detail or significant omissions from this application may disqualify me from further consideration for employment or may result in my termination if discovered after my hire. I agree that Ann & Hope Outlet Shops shall not be liable for disqualifying or terminating me under such circumstances.

I authorize Ann & Hope Outlet Shops and its agents to investigate my personal, education and employment history and I agree to cooperate in such investigation. I authorize any former employer, school, person, firm, corporation, credit agency, government agency, or other entity to provide Ann & Hope with any information it, he or she may have about me, to the full extent permitted by applicable law. In consideration of Ann & Hope Outlet Shops review of this application, I hereby release Ann & Hope Outlet Shops, its agents, and all providers of information from any liability that result from furnishing or receiving this information, except as otherwise limited by applicable law.

I understand that no verbal promises regarding employment are binding on the Company

I understand that any continuation of my employment shall depend upon results of a training period, satisfactory replies from my references and performance satisfactory at all times to my employer.

I understand that my employment is for no fixed period of time and that neither hours of work which may be assigned to me at any time, nor any other act or circumstances, shall constitute guarantee of employment – or as to daily or weekly straight time or overtime working hours, if any.

I understand that I will be required to provide satisfactory proof of identity and legal work authorization within 3 days of being hired. Failure to submit such proof within the required time shall result in termination of employment.

I understand that the Company has the right to change conditions of employment, job responsibilities and benefits at its discretion at any time.

I further agree that, if employed, I will conform my conduct to Ann & Hope's rules and regulations.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on the Company. I understand this decision is to rest with the Company.

If employed, I agree to hold in strictest confidence and not to divulge at any time any proprietary or confidential information concerning the Company, which may come to my knowledge.

I understand that my employment can be terminated for any reason, with or without notice or cause, at any time, at either the Company's or my option – employment "at-will".

I acknowledge that I have read and understand the above statements and execute the employment application as an act of free will.

I understand that I may be required to take an alcohol/drug test upon being given a contingent job offer of employment or during my employment and agree to release the results of such test(s) to the Company's Human Resources Office.

*NOTE: 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.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**(To Be Completed by Manager or HR Representative)**

Interviewer's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

FT ( ) PT ( ) Schedule: \_\_\_\_\_

Position: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Review Date: \_\_\_\_\_