

# NEW YORK & COMPANY

**Employment Application:** As an equal opportunity employer, New York & Company does not discriminate in hiring or terms and conditions of employment because of an individual's race, color, gender, sexual orientation, genetic disorder, age, religion, disability, national origin, marital status, or any other characteristic protected by law. New York & Company only hires individuals authorized for employment in the United States.

Application Date: \_\_\_\_\_ Position Desired: \_\_\_\_\_

Schedule Desired:  Full-time  Part-time  Temporary/Seasonal

Salary Expected: \$ \_\_\_\_\_ Per \_\_\_\_\_ Date Available: \_\_\_\_\_

## SCHEDULING AVAILABILITY

Please indicate the shifts you are available to work for each day. If you are able to work both a morning and evening shift, include the times you are available for each. Examples of typical shifts are 9-1 / 8-5 / 1-10 / Open / Close / All. Note: Shifts may change based on store and business need.

|    |      |      |       |      |        |      |      |
|----|------|------|-------|------|--------|------|------|
| AM | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
| PM | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |

## PERSONAL INFORMATION

|                          |  |             |   |
|--------------------------|--|-------------|---|
| Last Name                | First Name   | Middle Name | Are you authorized for employment in the USA?<br><input type="radio"/> Yes <input type="radio"/> No |
| Present Street Address   | City State Zip   |             | How long have you lived there?<br>Yrs. Mos.   |
| Previous Street Address  | City State Zip   |             | How long did you live there?<br>Yrs. Mos.   |
| Home Phone Number<br>( ) | If you are under the age of 18, please state your age: |             |   |

## EDUCATION

| Type of School | Name and Location of School | Degree/Area of Study | Number of Years Attended | Graduated (Check One)                                 |
|----------------|-----------------------------|----------------------|--------------------------|---|
| HIGH SCHOOL    | Name<br>City State          |                      |                          | Yes No<br><input type="radio"/> <input type="radio"/> |
| COLLEGE        | Name<br>City State          |                      |                          | Yes No<br><input type="radio"/> <input type="radio"/> |
| OTHER          | Name<br>City State          |                      |                          | Yes No<br><input type="radio"/> <input type="radio"/> |

## EMPLOYMENT HISTORY

List your employment history starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. If you have less than three places of employment, include personal references to be contacted.

May we contact your current employer?  Yes  No

| Dates                        | Name and Address of Employer | Position Held and Supervisor | List Major Duties | Wages      | Reason for Leaving |
|------------------------------|------------------------------|------------------------------|-------------------|------------|--------------------|
| From: ____ / ____<br>Mo. Yr. | Name                         | Job Title                    |                   | Starting - |                    |
| To: ____ / ____<br>Mo. Yr.   | Address                      | Supervisor                   |                   | Final -    |                    |
| From: ____ / ____<br>Mo. Yr. | Name                         | Job Title                    |                   | Starting - |                    |
| To: ____ / ____<br>Mo. Yr.   | Address                      | Supervisor                   |                   | Final -    |                    |
| From: ____ / ____<br>Mo. Yr. | Name                         | Job Title                    |                   | Starting - |                    |
| To: ____ / ____<br>Mo. Yr.   | Address                      | Supervisor                   |                   | Final -    |                    |

Have you ever been discharged from a job(s) or asked to resign in lieu of being discharged?  Yes  No

If yes, please provide details including place(s) of employment, location(s), date(s), supervisor's name(s), and circumstances of the discharge(s):

## ACADEMIC AND PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS

List any academic and professional activities and achievements, awards, publications or technical-professional societies. Indicate type or name. Exclude organizations that indicate its members' race, color, gender, sexual orientation genetic disorder, age, religion, disability, national origin, marital status. or any other characteristic protected by law.

Date Awarded

## SPECIAL SKILLS

List any other skills applicable to position applied for (e.g. computer proficiency).

## MISCELLANEOUS

Is there any additional information involving a change of your name or assumed name that will prohibit us from checking your work record?

Have you previously been employed by New York & Company, Lerner New York, Jasmine Sola or Coco & Lolly?  Yes  No

Employment Date(s)

Position(s) Held

List names of friends or relatives now employed by New York & Company.

At New York & Company, a good attendance record is an important part of every Associate's overall performance. Do you foresee any reason that may inhibit your ability to comply with the New York & Company attendance policy?

## EMERGENCY CONTACT

This information is to facilitate contact in the event of an emergency and is not used in the selection process.

|                     |              |               |                     |
|---------------------|--------------|---------------|---------------------|
| Full Name           | Home Address | Evening Phone | Relationship to You |
| Place of Employment | Work Address | Day Phone     |                     |

## PLEASE READ THIS STATEMENT CAREFULLY

I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission on this application, or otherwise providing false information to the Company, will be immediate grounds for dismissal, no matter when the falsification or omission is discovered. I hereby authorize New York & Company to obtain consumer reports about me and to consider the consumer reports when making decisions regarding whether to offer me employment, when deciding whether to continue my employment (if I am hired), and when making other employment-related decisions directly affecting me. Unless prohibited by law, I understand that the consumer report may bear on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I further understand that the consumer report may be compiled with information from credit bureaus, court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied to New York & Company. I release New York & Company from any claims or liabilities of any kind resulting from its obtaining and using any such consumer reports.

If I am hired, I agree that my employment and compensation can be terminated with or without cause, and without notice at any time, at the option of New York & Company or myself. I understand that, unless modified in a written agreement signed by both myself and the Executive Vice President of Human Resources or Chairman and CEO of New York & Company, no representative of New York & Company has the authority to make any agreement for employment for a specified time or to make any other agreement contrary to the foregoing.

I have read and affirm as my own the above statements. Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANTS IN THE STATE OF MARYLAND ONLY** Under Maryland law an employer may not require nor demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this law shall be subject to criminal penalties and civil liability.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANTS IN THE STATE OF MASSACHUSETTS ONLY** 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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_