

# ANN TAYLOR

## APPLICATION FOR EMPLOYMENT

ANN TAYLOR IS AN EQUAL OPPORTUNITY EMPLOYER. ALL PERSONS SHALL HAVE THE OPPORTUNITY TO BE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO THEIR RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, ALIENAGE OR CITIZENSHIP STATUS, AGE, DISABILITY OR HANDICAP, SEX OR GENDER, SEXUAL ORIENTATION, MARITAL STATUS, VETERAN STATUS, OR ANY OTHER CHARACTERISTIC PROTECTED BY APPLICABLE FEDERAL, STATE OR LOCAL LAWS. WE WILL ENDEAVOR TO MAKE A REASONABLE ACCOMMODATION TO THE KNOWN PHYSICAL OR MENTAL LIMITATIONS OF A QUALIFIED APPLICANT WITH A DISABILITY UNLESS THE ACCOMMODATION WOULD IMPOSE AN UNDUE HARDSHIP ON THE OPERATION OF OUR BUSINESS. IF YOU BELIEVE YOU REQUIRE SUCH ASSISTANCE TO COMPLETE THIS FORM OR TO PARTICIPATE IN AN INTERVIEW, PLEASE LET US KNOW.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ARE YOU 18 OR OLDER?  YES  NO ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES, AND CAN YOU FURNISH PROOF OF SUCH ELIGIBILITY IF HIRED?  YES  NO

HAVE YOU 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 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: \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY ANN TAYLOR, ANN TAYLOR LOFT OR ANN TAYLOR FACTORY?  YES  NO

STORE/OFFICE LOCATION \_\_\_\_\_ POSITION \_\_\_\_\_ DATES \_\_\_\_\_ NAME USED \_\_\_\_\_

DO YOU HAVE ANY FRIENDS OR RELATIVES WORKING FOR ANN TAYLOR? IF YES, PLEASE INDICATE THEIR NAMES AND STORES/OFFICE LOCATIONS.  
 YES  NO

HOW WERE YOU REFERRED?  ASSOCIATE REFERRAL  PRINT ADVERTISEMENT  WALK-IN/MAIL-IN  EMPLOYMENT AGENCY  INTERNET SITE  RECRUITER

WHICH POSITION ARE YOU SEEKING? SPECIFY \_\_\_\_\_ SPECIFY \_\_\_\_\_

### EMPLOYMENT HISTORY

Please list all employers, in chronological order, beginning with your present or most recent employer. Include military assignments, part-time and/or volunteer activities. Attach a separate sheet if necessary.

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_ DATES \_\_\_\_\_ INITIAL SALARY \_\_\_\_\_ CURRENT/LAST SALARY \_\_\_\_\_

ADDRESS \_\_\_\_\_ NAME & TELEPHONE NUMBER OF SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? IF NO, PLEASE EXPLAIN. \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_ DATES \_\_\_\_\_ INITIAL SALARY \_\_\_\_\_ CURRENT/LAST SALARY \_\_\_\_\_

ADDRESS \_\_\_\_\_ NAME & TELEPHONE NUMBER OF SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? IF NO, PLEASE EXPLAIN. \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_ DATES \_\_\_\_\_ INITIAL SALARY \_\_\_\_\_ CURRENT/LAST SALARY \_\_\_\_\_

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ADDRESS \_\_\_\_\_ NAME & TELEPHONE NUMBER OF SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? IF NO, PLEASE EXPLAIN. \_\_\_\_\_

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ADDRESS \_\_\_\_\_ NAME & TELEPHONE NUMBER OF SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? IF NO, PLEASE EXPLAIN. \_\_\_\_\_

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ADDRESS \_\_\_\_\_ NAME & TELEPHONE NUMBER OF SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? IF NO, PLEASE EXPLAIN. \_\_\_\_\_

**EDUCATION**

HIGH SCHOOL	LOCATION	GRADUATED	TYPE OF DEGREE	MAJOR
COLLEGE	LOCATION	GRADUATED	TYPE OF DEGREE	MAJOR
GRADUATE SCHOOL	LOCATION	GRADUATED	TYPE OF DEGREE	MAJOR
OTHER EDUCATION	LOCATION	GRADUATED	TYPE OF DEGREE	MAJOR

DESCRIBE YOUR QUALIFICATIONS FOR THE POSITION YOU ARE SEEKING.

OTHER SKILLS, INCLUDING ANY SOFTWARE PACKAGES IN WHICH YOU ARE PROFICIENT, WHICH WOULD AID YOU IN THE POSITION YOU ARE SEEKING.

**PROFESSIONAL REFERENCES** Please list 3 references whom we may contact.

NAME	TITLE	COMPANY	TELEPHONE NUMBER
NAME	TITLE	COMPANY	TELEPHONE NUMBER
NAME	TITLE	COMPANY	TELEPHONE NUMBER

**REFERRALS** Please list talented referrals that we may contact for employment opportunities of Ann Taylor.

NAME	TELEPHONE NUMBER	EMAIL ADDRESS	POSITION / AREA OF INTEREST
NAME	TELEPHONE NUMBER	EMAIL ADDRESS	POSITION / AREA OF INTEREST

**CRIMINAL BACKGROUND CAVETS**

California Applicants: 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. 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. Hawaii Applicants: Do not respond to this inquiry until you have been given a conditional offer of employment. Illinois Applicants: You may answer "No Record" with respect to any expunged records of conviction, including but not limited to expunged juvenile records or conviction. 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. Pennsylvania Applicants: You may answer "No Record" with respect to any conviction for a misdemeanor or summary offense. 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 was for a felony and was within the last ten (10) years, or related to the functions of the position for which you are applying.

**READ CAREFULLY BEFORE SIGNING**

MASSACHUSETTS LIE DETECTOR LAW: "IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT AN EMPLOYEE WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY." MARYLAND LIE DETECTOR LAW: "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. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100."

**ACKNOWLEDGEMENT OF MARYLAND LIE DETECTOR LAW:**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

- I have read and fully understand the questions asked in this application. I certify that the answers I have given in this application are true and complete to the best of my knowledge, and I understand that any false or misleading answers or any omissions or concealment of facts will disqualify me from consideration for employment or, if hired, will be grounds for my immediate discharge.
- In making this application, I understand that information may be requested about me from my previous or current employers and educational institutions, and I hereby authorize my employers and educational institutions to furnish such information as may be requested by Ann Taylor. I hereby release Ann Taylor and all affiliated entities, as well as any person or institution that provides Ann Taylor with any information about me, from any and all liability whatsoever resulting from any such inquiry, investigation or communication.
- If hired, I understand and agree that the first 90 days of my employment shall be considered to be a probationary period. I further understand that my employment will be "at will" and that I or Ann Taylor can terminate my employment at any time during my employment and for any reason with or without notice. This application is not a contract, and no employment rights have been created by either my completion of this application or my commencement of employment. No supervisor, manager or other representative of the company has any authority to enter into any express or implied contract for employment for any specific period of time. Any agreement to the contrary must be in writing and must expressly state that it is a contract and must be signed by the Senior Vice President of Human Resources. If hired, I further agree to conform to the practices and procedures of the company.
- I agree to sign any consent forms necessary for Ann Taylor to conduct its lawful pre-employment checks. If I receive an offer of employment, I am willing to submit to a physical examination at the request of the company, and if one is given, I agree that my continued employment may be contingent on the results to the extent permitted by law. I also agree to be bonded at the company's expense.
- By signing below, I certify and acknowledge that I have read the statements above, and that I understand them.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_