

# 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, religion, gender, national origin, citizenship, age, disability, sexual orientation or marital status. 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	THUR	FRI	SAT
PM	SUN	MON	TUES	WED	THUR	FRI	SAT

## PERSONAL INFORMATION

Last Name		First Name		Middle Name		Are you authorized for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Present Street Address			City	State	Zip	How long have you lived there? Yrs. Mos.	
Previous Street Address			City	State	Zip	How long did you live there? Yrs. Mos.	
Home Phone Number ( )			Social Security Number			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	# OF YEARS ATTENDED	GRADUATED (CHECK ONE)
HIGH SCHOOL	Name			<input type="checkbox"/> YES
	City State			<input type="checkbox"/> NO
COLLEGE	Name			<input type="checkbox"/> YES
	City State			<input type="checkbox"/> NO
OTHER	Name			<input type="checkbox"/> YES
	City State			<input type="checkbox"/> NO

## 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: _____ / _____ MO. YR.	NAME	JOB TITLE		STARTING	
TO: _____ / _____ MO. YR.	ADDRESS	SUPERVISOR		FINAL	
	PHONE				
FROM: _____ / _____ MO. YR.	NAME	JOB TITLE		STARTING	
TO: _____ / _____ MO. YR.	ADDRESS	SUPERVISOR		FINAL	
	PHONE				
FROM: _____ / _____ MO. YR.	NAME	JOB TITLE		STARTING	
TO: _____ / _____ MO. YR.	ADDRESS	SUPERVISOR		FINAL	
	PHONE				

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 race, creed, color, gender, sexual orientation, age, religion, disability or national origin of its members.

	DATE AWARDED
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## SPECIAL SKILLS

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

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## 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 or Jasmine Sola?

Yes  No

Employment Date(s)

Position(s) Held

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

Have you ever been convicted or pled guilty to a crime? Information pertaining to sealed or expunged conviction records need not be disclosed.

*For California applicants only, your response should not include convictions for marijuana-related offenses that are more than two years old or information concerning referral to, and participation in, any pre-trial or post-trial diversion program.*  Yes  No

If yes, please explain:

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 prevent your complying with the New York & Company attendance policy?

## EMERGENCY CONTACT

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. 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 the state of 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: \_\_\_\_\_

### APPLICANTS IN THE STATE OF CONNECTICUT ONLY

I agree to be scheduled for less than four (4) hours of work on any given day at New York & Company provided the minimum daily pay in every instance shall be at least twice the applicable minimum hourly rate.

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