

EMPLOYMENT APPLICATION

Too, Inc.

As an equal opportunity employer, Too, Inc. does not discriminate in hiring or terms and conditions of employment because of an individual's race, creed, color, sex, age, handicap or national origin.

_____/_____/_____
Date of Application

Position
Desired _____

☐ Full Time ☐ Part Time ☐ Temporary ☐ Permanent

Salary Expected \$ _____ per _____

Days of Week and Hours Available

Date Available to start _____/_____/_____

PERSONAL INFORMATION			
Last Name	First Name	Middle Name	Are you a Citizen of the US? [] Yes [] No
Present Street Address	City	State Zip	How long have you lived there: Yrs. Mo.
Previous Street Address	City	State Zip	How long did you live there: Yrs. Mo.
Home Phone Number	Social Security Number	Yes No Are you under 18 years of age? <input type="checkbox"/> <input type="checkbox"/>	
Is there any additional information involving a change of your name or assumed name that will permit us to check your work record? _____			
Have you ever been employed by a division of Too, Inc before? [] Yes [] No	When	Where	Position

EDUCATION				
Type of School	Name and Location of School	Degree/Area of Study	Number of Years Attended	Graduated (Check One)
HIGH SCHOOL	Name		Highest Grade completed	Yes No <input type="checkbox"/> <input type="checkbox"/>
	City State			
POST HIGH SCHOOL	Name			Yes No <input type="checkbox"/> <input type="checkbox"/>
	City State			
OTHER	Name			Yes No <input type="checkbox"/> <input type="checkbox"/>
	City State			

PERSONAL HISTORY	
Academic and Professional Activities and Achievements, Awards, Publications or Technical-Professional Societies. Indicate type or name. Exclude organizations which indicate race, creed, color, sex, age, handicap or national origin of its members	Date Awarded
List names of friends or relatives now employed by Too, Inc:	
List any hobbies or special interests you have:	

MILITARY SERVICE				
Branch of Service	Technical Specialization	Rank Attained	Date Entered	Date Discharged
			_____/_____ Mo. Yr.	_____/_____ Mo. Yr.

NOTE RHODE ISLAND APPLICANTS: Too, Inc. is subject to Chapters 29-38 of Title 28 (Labor & Labor Relations) of the General Laws of Rhode Island.
Too -0125 Rev. 11/03

EMPLOYMENT HISTORY

List employment 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 present employer? [] Yes [] No If no, why? May we contact your past employers? [] Yes [] No If no, why?

Dates	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SUPERVISOR	LIST MAJOR DUTIES	WAGES	REASON FOR LEAVING
From: / mo. yr. To: / mo. yr.	Name	Your Job Title		Starting	
	Address	Supervisor		Ending	
	Phone				
From: / mo. yr. To: / mo. yr.	Name	Your Job Title		Starting	
	Address	Supervisor		Ending	
	Phone				
From: / mo. yr. To: / mo. yr.	Name	Your Job Title		Starting	
	Address	Supervisor		Ending	
	Phone				

MISCELLANEOUS

1. Are you currently awaiting trial for any criminal offense? [] Yes [] No Note: a “Yes” answer will not necessarily disqualify you from employment. Please explain any “Yes” answer so that individual circumstances can be considered. Use additional paper if necessary.

2. Have you ever been terminated from employment? [] Yes [] No If yes, please explain:

If you are applying for a job in the state of Hawaii, do not answer question #3 at this time. If you are applying for a job in Alaska, California, District of Columbia, Georgia, Maryland, or Washington, please review the applicable directions below and follow them when answering question #3.

Alaska: Do not identify any criminal conviction information that has been sealed if more than ten (10) years has lapsed from the date of unconditional discharge.

California: Do not identify any convictions for marijuana offenses that are more than two years old at the time you are making this application. Also, do not identify any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated, or any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed.

District of Columbia: Do not identify a conviction that is more than ten (10) years old at the time of making this application.

Georgia: Do not identify any conviction that is considered a “first offender discharge”.

Maryland: 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. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

Washington: Do not identify a conviction that is more than ten (10) years old at the time of making this application.

3. Have you ever been convicted of a felony? Do not identify any felony conviction that has been sealed or expunged pursuant to a court order. [] Yes [] No Note: A “Yes” answer will not necessarily disqualify you from employment. Please explain any “Yes” answer so that individual circumstances can be considered. Use additional paper if necessary.

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 omission or falsification will be immediate grounds for dismissal. I authorize a thorough investigation to be made in connection with this application concerning my character, general reputation, personal characteristics and mode of living, whichever may be applicable. I understand that this investigation may include personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted. I further understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the investigation.

It is understood that, as a prerequisite to consideration for employment, I agree to submit to such future examinations, physical or other, as may be lawful and required by the company. The company will pay the reasonable cost of any such examination which may be required.

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 Too, Inc or myself. I understand that no store manager or other representative of Too, Inc., other than a senior vice-president of human resources, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I have read and affirm as my own the above statements.

Signature

Date