

Employment Application

An equal opportunity employer, Express, LLC 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. Express, LLC only hires individuals authorized for employment in the United States.



Position Desired: _____

Schedule Desired: Full Time Part Time
 Temporary / Seasonal

Salary Expected: \$ _____ per _____

Date Available: _____ / _____ / _____

_____/_____/_____
 Date of Application

PERSONAL INFORMATION			
Last Name	First Name	Middle Name	Are you authorized for employment in the U.S.? <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 (Including Area Code)	Email Address	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	Number of Years Attended	Graduated (Check One)
HIGH SCHOOL	Name			Yes <input type="checkbox"/> No <input type="checkbox"/>
	City State			<input type="checkbox"/> <input type="checkbox"/>
COLLEGE	Name			Yes <input type="checkbox"/> No <input type="checkbox"/>
	City State			<input type="checkbox"/> <input type="checkbox"/>
OTHER	Name			Yes <input type="checkbox"/> No <input type="checkbox"/>
	City State			<input type="checkbox"/> <input type="checkbox"/>

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 four places of employment, include personal references to be contacted. May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Dates	Name and Address of Employer	Position Held and Supervisor	List Major Duties	Wages	Reason for Leaving
From: _____ / _____ Mo. Yr.	Name Address	Your Job Title		Starting	
To: _____ / _____ Mo. Yr.	Phone	Supervisor		Final	
From: _____ / _____ Mo. Yr.	Name Address	Your Job Title		Starting	
To: _____ / _____ Mo. Yr.	Phone	Supervisor		Final	
From: _____ / _____ Mo. Yr.	Name Address	Your Job Title		Starting	
To: _____ / _____ Mo. Yr.	Phone	Supervisor		Final	
From: _____ / _____ Mo. Yr.	Name Address	Your Job Title		Starting	
To: _____ / _____ Mo. Yr.	Phone	Supervisor		Final	

Have you ever been discharged from a job(s)? 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

Academic and Professional Activities and Achievements, Awards, Publications or Technical-Professional Societies, indicate type or name. Exclude organizations which indicate race, creed, color, sex, sexual orientation, age, religion, disability or national origin of its members.	Date Awarded

SPECIAL SKILLS

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 permit us to check your work record?

Have you previously been employed by any Limited Brands, Inc. Division? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employment Date(s)	Division(s) Employed	Position(s) Held
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List names of friends or relatives now employed by any Limited Brands, Inc. Division:

Have you ever been convicted of or pled guilty to a crime? Your response should not include convictions for marijuana related offenses that are more than two years old. Yes No
If yes, please explain:

At Express, LLC, a good attendance record is an important part of every associate's overall performance. Do you know of any reason you may not be able to comply with Express, LLC's attendance policy?

PERSON TO CONTACT IN CASE OF EMERGENCY

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

Full Name	Address	Phone	Relationship to you?
Place of Employment	Address	Phone	

AVAILABILITY

	SUN	MON	TUE	WED	THU	FRI	SAT
AM							
PM							

Start Date: _____ End date: _____ Min # hours available weekly: _____ Max. # hours available weekly: _____

Available start date: _____ **Will you be available to work:** Thanksgiving (week) Yes No Christmas (week prior) Yes No
Christmas (week of) Yes No Other _____

PLEASE READ THIS STATEMENT CAREFULLY

I hereby affirm that the information given by me on the application for employment is complete and accurate. I understand that any falsification or omission either 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 authorize a thorough investigation to be made in connection with this application concerning my credit worthiness, credit standing, credit capacity, character, general regulation, personal characteristics, employment, education, and criminal record, whichever may be applicable for employment purposes. I understand this investigation may include personal interviews with third parties such as family members, business associates, financial sources, friends, neighbors, and others with whom I am acquainted. I further understand I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of the nature and scope of the investigation.

It is my understanding that as a prerequisite to consideration for employment, I must agree to submit to any post-employment examinations, physical or other, as the Company may lawfully require. 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 Express, LLC or myself. I understand that, unless modified in written agreement signed by both me and the Vice President of Human Resources or the President of Express, LLC, no representative of Express, LLC 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 or demand any applicant for 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. Any 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 Express, LLC, provided the minimum daily pay in every instance shall be at least twice the applicable minimum hourly rate.

Applicant's Signature

Date