



### **Our Commitment to Equal Employment Opportunity**

American Eagle Outfitters, Inc (“AEO”) is committed to hiring the best person for the job without regard to race, color, national origin, religion, disability, marital status, age, sexual orientation, gender, gender identity and expression or any other basis protected by federal, state or local law. This commitment applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, compensation, training, discipline and termination. To review our Workplace Culture Policy, visit [www.liveyourlifeloveyourjob.com](http://www.liveyourlifeloveyourjob.com).

### **Our Commitment to Reasonable Accommodation**

American Eagle Outfitters is committed to providing equal access to employment to persons with known disabilities. We will make every effort to make reasonable accommodations upon request to enable qualified individuals to perform the essential functions of their job.

## **SALES ASSOCIATE - ESSENTIAL JOB FUNCTIONS**

### **I. OVERVIEW**

Our associates are responsible for positively contributing to our customers’ shopping experience through knowledgeable, friendly and efficient service. In other words, our associates must provide outstanding customer service. Our associates must understand the business of fashion and our brand to drive business performance. Greeting the customer, attending the customer’s needs and building a loyal customer base are just a few of an associate’s key responsibilities. To perform these responsibilities, associates are required to connect and interact well with people, including our customers, their co-workers and managers.

#### **A. SELLING**

- Maintains a positive, customer-focused attitude by active listening, understanding and responding to customer needs.
- Communicates effectively and professionally with all customers, co-workers and managers.
- Uses product knowledge to educate customers and assist them in making product selections that are right for them.
- Maintains the visual appeal of the store.
- Promotes AE Credit Card and AEREWARDS to all customers.
- Meets daily, individual sales goals.
- Initiates self-training using provided materials.
- Observes and monitors for loss prevention and advises management of unusual activity.
- Follows all company safety policies and procedures

#### **B. CASHIERING**

- Performs sales transactions through skillful use of computer and POS register systems.
- Completes transactions in a professional, patient and timely manner.
- Effectively communicates information regarding sales, markdowns, customer programs, pricing and other promotions to customer.
- Promotes AE Credit Card and AEREWARDS to all customers.
- Responsible for counting cash register funds and balancing as directed by store management.
- Responsible for stocking cash and wrap with bags, boxes and other necessary materials.
- Follows all company safety policies and procedures

#### **C. STOCKING**

- Performs all aspects of processing of merchandise and/or other items needed for store operations.
- Assists in unloading stock, checking products against documentation, pricing merchandise, cleaning fixtures and displaying product.
- Replenishes, sizes and folds merchandise throughout shift.
- Assists in merchandise and display changes.
- Assists in cleaning and maintenance of store.
- Assists in the inventory of all merchandise.
- Follows all company safety policies and procedures

**II. ESSENTIAL OVERALL JOB REQUIREMENTS**

- Ability to communicate patiently, effectively and professionally with customers and team.
- Strong human relation skills and ability to work and support a team environment, including ability to communicate professionally and effectively through use of headset system.
- Thorough knowledge of store systems to operate and use all equipment necessary to run the store.
- Ability to read, count and write to accurately complete all store documentation.
- Flexibility to work varied hours/days as business dictates, especially during holiday seasons.
- Ability to maintain regular attendance in order to ensure adequate store coverage.
- Goal-oriented with the ability to achieve goals set by self and manager in a timely manner.
- Ability to follow management direction and store policy to complete all duties as required.
- Ability to effectively manage time with limited supervision and with attention to detail.
- Ability to follow all established safety procedures.
- Ability to freely access all areas of the store including sales floor, stock area and register area by standing, walking, stooping, crawling, climbing, crouching, kneeling, bending and-climbing a ladder or step stool.
- Ability to regularly lift and/or move up to 25 lbs. and ability to lift and/or move up to 50.pounds at any given time.
- Ability to stand and/or walk for up to 6-8 hours a shift in a retail environment
- Ability to regularly grab, pull, push, and reach to handle merchandise.

**III. KEY QUALIFICATIONS**

- Minimum high school education or equivalent is desired, but not required.
- Minimum previous experience of 6 months is desired, but not required.

Please note that this is only a summary of the essential functions and responsibilities of the Sales Associate position. Other duties may be assigned at the discretion of AEO and store management.

Are you capable of performing the essential job functions listed above of the job for which you are applying? Yes  No

If you answered "NO", describe the functions you are unable to perform, or will have difficulty performing, and describe any accommodation(s) that will enable you to perform these essential functions? (Be specific)

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**NOTE: Applicants for ALL management positions must be able to perform the essential job functions of the Sales Associate position.**

**NOTE: If you require a reasonable accommodation to complete this application, please contact the human resources for assistance.**

I certify that I reviewed this Job Function Summary and that I have read and understand the essential functions of the position for which I am applying. I also certify that I have not been asked any questions during any pre-employment process regarding my past or present physical or mental health.

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Applicant Signature Date

# AMERICAN EAGLE OUTFITTERS

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Please complete all requested information. (Please print in ink.)

## GENERAL INFORMATION

Location/Store # \_\_\_\_\_

Today's Date \_\_\_\_\_

Name (Last)	First	Middle	Email							
Street Address			Telephone - Home		Telephone - Work					
City	State	Zip Code	Position Desired		Date you can start work					
Have you ever worked for AEO before? If yes, where, when, final position, and reason for leaving? Yes <input type="checkbox"/> No <input type="checkbox"/>			Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/>		Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> All <input type="checkbox"/>					
Have you ever applied to AEO before? If yes, where and when? Yes <input type="checkbox"/> No <input type="checkbox"/>			Please indicate the hours you are available to work for each day.							
For the purposes of verifying information on this application, have you ever worked or attended school using a different name? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide additional name(s): _____			Shift	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			From							
			To							
			Note: Should your availability change, it is your responsibility to notify your manager. (Any changes to availability are subject to manager approval based on business need.)							

**Note to Rhode Island Applicants:** American Eagle Outfitters, Inc. is subject to Chapters 29-38 of Title 28 of the General Laws of Rhode Island, and is therefore covered by the state's workers compensation law.

## PERMISSION TO WORK

Are you a U.S. citizen or legally authorized to work in the United States? Yes  No

Are you under the age of 18? Yes  No  If under the age of 18, please state your age: \_\_\_\_\_ (The primary reason for this question is to address any child labor laws.)

## EMPLOYMENT HISTORY

List all current and former employers, beginning with present or most current employer first. Include any periods of unemployment, self employment, etc. Information provided is subject to verification. You may include any verifiable work performed on a volunteer basis.

Company name	Starting Position	Starting Salary			
Street	City	State	Zip Code	Last Position	Final Salary
Phone	Supervisor's Full Name	Title	Duties:		
Reason for leaving:	Dates of employment				
	Start: (Month/Year)		End: (Month/Year)		
May be contacted now?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Company name	Starting Position	Starting Salary			
Street	City	State	Zip Code	Last Position	Final Salary
Phone	Supervisor's Full Name	Title	Duties:		
Reason for leaving:	Dates of employment				
	Start: (Month/Year)		End: (Month/Year)		
May be contacted now?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Have you ever been discharged or asked to resign from any employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please explain: _____		

## PROFESSIONAL REFERENCES

Professional Reference (Not related to you) Name (Last)	First	Middle	Professional Reference (Not related to you) Name (Last)	First	Middle		
Street	City	State	Zip Code	Street	City	State	Zip Code
Phone	Job Title			Phone	Job Title		
How acquainted and for how long?				How acquainted and for how long?			

**EDUCATION AND TRAINING**

Type of School	Name of School	Address	City	State	Zip	# of years completed	Diploma or Degree	Type	Type of Course /Major
High School							Yes <input type="checkbox"/> No <input type="checkbox"/>		
College									
Post Grad									
Additional Training									

Please list any skills that you have that are related to the position you are applying for. \_\_\_\_\_

**CRIMINAL HISTORY INQUIRY**

**BEFORE answering the following questions, please refer to the instructions below if you reside in or are applying for a position in Connecticut; the District of Columbia; Georgia; Hawaii; Massachusetts; Philadelphia, Pennsylvania; or Washington.**

Have you ever been convicted or pled guilty or no contest to a felony? Do not include any charges that were sealed, expunged, annulled, dismissed, eradicated, or otherwise erased pursuant to statute or a court order. Yes  No

If you answered "YES" to the question above, please provide details regarding your answer. Include the location of the conviction (state and county), the date of the conviction, the nature of the charge, and any additional details, including details of rehabilitation, you wish to add. \_\_\_\_\_

A conviction is not an automatic bar to employment, and (1) the nature and gravity of the offense or conduct; (2) the time that has passed since the offense or conduct and/or completion of the sentence; and (3) the nature of the job held or sought will be considered.

**INSTRUCTIONS:**

Connecticut Applicants: The applicant is not required to disclose the existence of (1) any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes, (2) criminal records subject to erasure pursuant to section 46b-146, 54-76o or 54-142a, which are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and/or (3) criminal records that have been erased pursuant to section 46b-146, 54-76o or 54-142 of the Connecticut General Statutes, which mean that the person was deemed to have never been arrested within the meaning of the General Statutes with respect to the proceedings so erased and may so swear under oath.

**District of Columbia Applicants:** Do not identify convictions entered by the court more than 10 years ago.

**Georgia Applicants:** Do not identify any criminal record that has been discharged under Georgia's First Offender Act.

**Hawaii Applicants:** Do not answer these questions at this time. You will only have to answer these questions if you receive a conditional offer of employment.

**Massachusetts Applicants:** Under Massachusetts law, an employer is prohibited from making written, pre-employment inquiries on an application about his or her criminal history.

**MASSACHUSETTS APPLICANTS SHOULD NOT RESPOND TO ANY OF THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION.**

**Philadelphia, Pennsylvania Applicants:** Do not answer these questions at this time. You may only have to answer these questions after the first interview if one is granted.

**Washington Applicants: Do not identify any conviction entered by the court more than 10 years ago unless some period of incarceration resulting from that conviction took place within the last ten years  
IMPORTANT - READ CAREFULLY BEFORE SIGNING**

**CERTIFICATION OF TRUTH AND ACCURACY**

I certify that the information in this application is truth complete and correct. I understand that false answers, statements or significant omissions made by me on this application or during the application process may result in the denial of employment or the termination of my employment.

**AT-WILL EMPLOYMENT**

I understand that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by AEO. I understand and agree that, if hired, my employment will be at-will, meaning that AEO may terminate my employment at any time with or without cause or notice, and that I may terminate my employment with AEO at any time with or without cause or notice. I understand that no representative of AEO has any authority to enter into an agreement for employment with me for any specified period of time. I understand that nothing in this application, including this "at-will employment" provision in any way means that I relinquish my right to advocate concertedly, whether represented by a union or not, to change my at-will status if hired.

**SUBSTANCE ABUSE TESTING AND PHYSICAL EXAMINATIONS**

I understand that: (1) AEO has a drug and alcohol policy that provides for preemployment testing as well as testing during employment in some states; (2) consent to and compliance

with such policy may be a condition of any offer of employment or continued employment as allowed by and directed by state law; and (3) to the extent allowed by and directed by state law, an offer of employment and continued employment are contingent on my successfully passing any test administered under the policy. I will be advised if this is required and complete the necessary authorizations.

**POLICIES, PROCEDURES & BENEFITS**

I understand that the AEO reserves the right to change, amend, or terminate its existing policies, procedures, benefits, rules and/or regulations with or without notice.

If employed, I hereby agree to conform to the policies, procedures rules and/or regulations of AEO, as they may be amended from time to time.

**WORKPLACE CULTURE POLICY ACKNOWLEDGMENT**

I understand and acknowledge that AEO an Equal Employment Opportunity employer and that I have had the opportunity to request a copy of AEO's Workplace Culture Policy at the time of my application.

**SMOKE-FREE WORKPLACE**

I understand that AEO's stores and offices are smoke-free. Smoking is permitted only in specifically designated and identified areas.

**RETENTION OF APPLICATION**

I understand that AEO will keep this application for consideration of employment for a period of 90 days. If I have not been hired within 90 days of submitting this application and I wish to be considered for employment in the future, I understand I must submit a new application. Please initial \_\_\_\_\_.

**For applicants in the STATE OF 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 \$100.00.**

For applicants in the STATE OF MASSACHUSETTS, 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.

For applicants in the STATE OF CONNECTICUT only, I agree to be scheduled for less than (4) hours of work on any given date at AEO provided the minimum daily pay in every instance shall be at least twice the applicable minimum hourly rate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I ACKNOWLEDGE AND AGREE THAT I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENTS AND HAVE HAD THE OPPORTUNITY TO ASK FOR CLARIFICATION OF ANY STATEMENT I DID NOT UNDERSTAND.**