

Application For Employment

Barnes & Noble, Inc. is an equal opportunity employer committed to diversity in the workplace and dedicated to a policy of non-discrimination in employment on any basis including age, sex, race, color, ancestry, religion, creed, citizenship status, disability, national origin, marital status, military status, sexual orientation, gender identity and expression, or any factors not related to the job and will comply with all applicable laws.

Personal Information (Please print)				Social Security Number	Date
Name	Last	First	Middle		
Present Address (Street, City, State, Zip Code)					
Home Phone	Business Phone	Cell Number		Email Address	
Are you legally authorized or permitted to work in the United States? (All new hires will be required to provide proof of eligibility to work in the U.S.) Yes _____ No _____		Are you (Please check the box that applies): *16__*17__18 or over __? [*A work permit or age certificate may be required for employment.]		Prior to answering this question you must read the notice to applicants about criminal convictions section (on the reverse side) of this form. Have you ever been convicted of a crime? (Answering yes to this question will not be an absolute bar to an offer of employment.) Yes _____ No _____ If yes, explain _____	

Employment Desired (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)								
Position	Location/Department	Salary Desired			Date Available			
Specify hours available for each day of the week _____ Full Time _____ Part Time _____ Seasonal/Temp		<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Have you ever worked for Barnes & Noble, Inc.? If yes, when? Which store/department? _____								
How did you hear about us? _____								
Do you have any relative(s) currently employed by Barnes & Noble, Inc.? Yes _____ No _____ If yes, explain _____								

Education		Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School	Name and Address of School	1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Trade, Business, or Correspondence School		1 2 3 4	Y N	

List skills relevant to the position applied for _____

SKILLS Computer Proficiency: Word Excel Others: _____

Former Employers List all employers with current or most recent employment first. If limited previous employment, list three persons, not related, who have known you for some time. Please complete even if you attach a resume.
Date (M/D/Y)

<u>From</u>	<u>Current Employer</u> (Name and Address of Employer - Type of Business)	<u>Salary or Hourly</u>	<u>Position</u>
<u>To</u>		Starting _____	
		Ending _____	
<u>Reason for Leaving</u>		Voluntary _____	Involuntary _____
<u>Summary of Responsibilities</u>			
<u>Supervisor's Name</u>		<u>Phone Number</u>	<u>May We Contact?</u> Y N

<u>From</u>	<u>Previous Employer</u> (Name and Address of Employer - Type of Business)	<u>Salary or Hourly</u>	<u>Position</u>
<u>To</u>		Starting _____	
		Ending _____	
<u>Reason for Leaving</u>		Voluntary _____	Involuntary _____
<u>Summary of Responsibilities</u>			
<u>Supervisor's Name</u>		<u>Phone Number</u>	<u>May We Contact?</u> Y N

<u>From</u>	<u>Previous Employer</u> (Name and Address of Employer - Type of Business)	<u>Salary or Hourly</u>	<u>Position</u>
<u>To</u>		Starting _____	
		Ending _____	
<u>Reason for Leaving</u>		Voluntary _____	Involuntary _____
<u>Summary of Responsibilities</u>			
<u>Supervisor's Name</u>		<u>Phone Number</u>	<u>May We Contact?</u> Y N

References

Give below the names of three professional references, which you have known at least one year.

Name	Company/Job Title	Address & Phone Number	Years Acquainted	How do you know this person?
1				
2				
3				

IMPORTANT, READ BEFORE SIGNING

NOTICE TO APPLICANTS ABOUT CRIMINAL CONVICTIONS: READ THIS BEFORE DISCLOSING ANY CRIMINAL CONVICTIONS

California Applicants: In answering this question do not include: information regarding an arrest or detention that did not result in conviction; information regarding referral to, and participation in, any pre-trial or post-trial diversion program; minor traffic violations; convictions for which the record has been judicially ordered, sealed or expunged; marijuana-related convictions described in California Labor Code Section 432.8 that are more than two years old; misdemeanor convictions for which probation has been successfully completed or discharged and that have been judicially dismissed pursuant to California Penal Code Section 1203.4.

Colorado, Delaware, Illinois, Maryland, Ohio, Oklahoma, Rhode Island, and Virginia Applicants: Do not disclose sealed, erased or expunged convictions.

Connecticut Applicants: Do not disclose erased or fully pardoned convictions.

Hawaii Applicants: Do not answer this question on the application. You will answer this question if you receive a conditional offer of employment.

Massachusetts Applicants: With respect to the inquiry herein relative to criminal convictions, an applicant for employment may answer "no record" with respect to any criminal conviction (i) with a sealed record on file with the commissioner of probation or (ii) in all cases of delinquency or as a child in need or services which did not result in a complaint transferred to the superior court for criminal prosecution.

Utah Applicants: Disclose only felony convictions, not lesser crimes.

Washington Applicants: Do not disclose convictions that are more than ten (10) years old.

The filing of an application with Barnes & Noble, Inc. is a preliminary step to employment. It does not obligate Barnes & Noble, Inc. to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at will and is not to be construed as a guarantee of continued employment. Barnes & Noble, Inc. reserves the right to terminate the employment of any employee at any time. Any employee also has the right to terminate his or her employment with Barnes & Noble, Inc. at any time.

- I authorize investigation of all matters contained in this application which Barnes & Noble, Inc. may deem relevant to my employment and authorize my previous employers or other persons having information concerning me or my record to report such information to Barnes & Noble, Inc. and such persons are hereby released from all liability for issuing such information. Barnes & Noble, Inc. will keep all such information confidential except where such information is required to be released by law or order of a court or other authority. I understand and agree that I will be subject to immediate dismissal if it is subsequently discovered that the information herein is untrue or that I have failed to disclose a material fact. I understand that if employed by Barnes & Noble, Inc., such employment will occur at will and no contract of employment, expressed or implied, is created and that no representative of Barnes & Noble, Inc. has any authority to enter into any agreement for employment of any specified period of time, or to make any agreement contrary to the foregoing. I understand that if I receive an offer of employment and I accept the position, I will be required to complete additional information necessary for company record keeping requirements.
- NOTICE TO APPLICANTS AS REQUIRED BY THE FAIR CREDIT REPORTING ACT** As part of our employment process, an investigative consumer report, as governed by the Fair Credit Reporting Act or any similar state or local statute may be requested. However, requests will not be made without your prior written authorization.
- NOTICE TO APPLICANTS IN MASSACHUSETTS:** It is unlawful 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.
- NOTICE TO APPLICANTS IN 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.

Signature _____

Date _____

**We Are An Equal Opportunity Employer
Committed To Diversity in The Workplace**



Voluntary Applicant Survey (for submission with job application)

Work Opportunity Tax Credit Program (WOTC)

Barnes & Noble participates in the WOTC program. This program is sponsored by the federal government to support efforts by companies to hire and retain employees. Your response to the statements below is voluntary and will help determine if Barnes & Noble can qualify for this program. Any information you provide will be kept confidential and will not affect your job, wages or taxes in any way.

Thank you in advance for your time and participation!

Yes - Check here if any of the following statements apply to you:

- I am a member of a family that has received Temporary Assistance for Needy Families (TANF) for any of the following:
 - During the last four years
 - Stopped being eligible for TANF within the last two years because of limitations on how long the benefit could be received
- I was referred here by a rehabilitation agency approved by the state or the Department of Veteran Affairs.
- I am 18-39 years of age and I am a member of a family that received food stamps within the last two years.
- I received Supplemental Security Income (SSI) benefits within the last two months.
- Within the past year, I was convicted of a felony or released from prison for a felony.
- I am a veteran and either:
 - A member of a family that received food stamps within the last two years
 - Entitled to compensation for a service-connected disability

No - Check here if none of the statements above apply to you. (N/A)

Name _____ Date _____

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