

# BOXLUNCH

GET SOME GIVE BACK

## EMPLOYMENT APPLICATION

TODAY'S DATE: \_\_\_\_\_

As an equal opportunity employer, HOT TOPIC, Inc. does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, color, sex, age, disability, sexual orientation, national origin, or other protected characteristics.

If hired, you must furnish, on your first day of work, the appropriate documents that validate that you are legally eligible to work in the United States.

| PERSONAL INFORMATION                |                           |
|-------------------------------------|---------------------------|
| Name: (Last, First, Middle Initial) |                           |
| Present Address: (Street)           | Day Phone:                |
| Present Address: (City, St., Zip)   | Evening Phone:            |
| Email Address:                      | Yr/Mo at Present Address: |
| Position(s) applied for:            | Salary/Pay Desired:       |

By providing us with your email address, you agree to receive email from Hot Topic Inc as outlined in our privacy policy. You may opt out of receiving email by contacting us at 1-800-892-8674 or by following the opt out directions in the email.

Do you have the legal right to work and be employed in the United States?  Yes  No

How did you learn of this opening? \_\_\_\_\_ If you are under 18, please state your age: \_\_\_\_\_

Have you previously been employed by Hot Topic, Inc.?  No  Yes, Date & Location: \_\_\_\_\_

Do you have any relatives working for Hot Topic, Inc.?  No  Yes, Name & Location: \_\_\_\_\_

**Applicants in the state of Hawaii, Illinois, Minnesota, New Jersey, Rhode Island and the cities of Philadelphia, Newark, San Francisco, Seattle, and Buffalo, please do not respond to the below question regarding criminal convictions at this time.**

**Massachusetts Applicants Only- Under Massachusetts law, an employer is prohibited from making written pre-employment inquiries of an applicant about his or her criminal history. Please do not respond to the below question regarding criminal convictions at this time.**

**California Applicants Only- Convictions more than two years old for marijuana-related offenses under California Health & Safety Code Sections 11357, 11360, 11364, 1165 or 11550, or any statutory predecessors thereof, need not be listed.**

A conviction record will not necessarily disqualify an applicant from employment. Each case will be considered on its own merits.

Have you ever been convicted of a misdemeanor or felony within the last 7 years that has not been sealed, expunged, or statutorily eradicated?  No  Yes, please explain: \_\_\_\_\_

### SCHEDULE AVAILABILITY

Check all that apply:  Full-Time  Part-Time  Seasonal  Days  Evenings  Weekends

| Days and Times Available to Work: | From: |     |     |     |     |     |     |     |
|-----------------------------------|-------|-----|-----|-----|-----|-----|-----|-----|
|                                   | To:   |     |     |     |     |     |     |     |
|                                   | Day:  | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|                                   |       |     |     |     |     |     |     |     |

Do you have obligations that would:

prevent you from traveling?  No  Yes, please explain: \_\_\_\_\_

prevent you from working overtime?  No  Yes, please explain: \_\_\_\_\_

Are you open to relocating?  No  Yes, please list possible locations: \_\_\_\_\_

### EDUCATION

|                     | Name & Location | Last Grade Completed: | Graduated? |    |      | Degree/Major: |
|---------------------|-----------------|-----------------------|------------|----|------|---------------|
|                     |                 |                       | Yes        | No | Year |               |
| High School         |                 | 9 10 11 12            |            |    |      |               |
| Jr. College         |                 | 1 2                   |            |    |      |               |
| College/ University |                 | 1 2 3 4               |            |    |      |               |
| Trade/Tech School   |                 | 1 2 3 4               |            |    |      |               |
| Other:              |                 | 1 2 3 4               |            |    |      |               |

**WORK HISTORY** *Please start with your most recent employer and account for any periods of unemployment.*

|                   |                             |                                   |  |
|-------------------|-----------------------------|-----------------------------------|--|
| Company Name:     |                             | Address: (Street, City, St., Zip) |  |
| Phone #:          | Name & Title of Supervisor: | May We Contact:                   |  |
| Start Date:       | Start Position:             | Start Salary:                     |  |
| End Date:         | End Position:               | End Salary:                       |  |
| Responsibilities: |                             | Reason For Leaving:               |  |
| Company Name:     |                             | Address: (Street, City, St., Zip) |  |
| Phone #:          | Name & Title of Supervisor: | May We Contact:                   |  |
| Start Date:       | Start Position:             | Start Salary:                     |  |
| End Date:         | End Position:               | End Salary:                       |  |
| Responsibilities: |                             | Reason For Leaving:               |  |
| Company Name:     |                             | Address: (Street, City, St., Zip) |  |
| Phone #:          | Name & Title of Supervisor: | May We Contact:                   |  |
| Start Date:       | Start Position:             | Start Salary:                     |  |
| End Date:         | End Position:               | End Salary:                       |  |
| Responsibilities: |                             | Reason For Leaving:               |  |

**ADDITIONAL EXPERIENCE / SKILLS INFORMATION**

What additional skills, training, or experience do you bring to BoxLunch? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What does Customer Service mean to you? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tell us how you discover music and pop culture: \_\_\_\_\_  
 \_\_\_\_\_

To help serve our customers, what other languages besides English can you speak?

\_\_\_\_\_  **Fluent**  **Conversational**     
 \_\_\_\_\_  **Fluent**  **Conversational**     
 \_\_\_\_\_  **Fluent**  **Conversational**

**BUSINESS/PROFESSIONAL REFERENCES**

|    | Name | Company | Current Phone # | Relationship |
|----|------|---------|-----------------|--------------|
| 1. |      |         |                 |              |
| 2. |      |         |                 |              |

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby authorize Hot Topic, Inc. to investigate my references, employment records, education, and other matters related to my suitability for employment. I authorize persons, schools, my current/previous employers, and any organizations contacted by Hot Topic, Inc. to release any information regarding this application for employment and I release all persons, schools, employers, and organizations of any and all claims for providing such information. I understand that filling out this form does not necessarily indicate that there is a position open and does not obligate Hot Topic, Inc. to hire me. I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge and I understand that nothing in this application or conveyed during any interview (if granted) is intended to create a promise of employment or any contractual rights. I understand that if I am employed, false statements or any omissions on this application shall be considered sufficient cause for dismissal regardless of the time elapsed before discovery.

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