

## Employment Application

An equal opportunity employer, Victoria's SecretStores, Inc. 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. Victoria's Secret Stores, Inc. only hires individuals authorized for employment in the United States.

# VICTORIA'S SECRET

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
Previous Street Address	City	State	Zip
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
COLLEGE	Name			Yes <input type="checkbox"/> No <input type="checkbox"/>
	City			State
OTHER	Name			Yes <input type="checkbox"/> No <input type="checkbox"/>
	City			State

### 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? ☐ Yes ☐ No

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			Final	
	Phone	Supervisor			
From: ____/____/____ Mo. Yr. To: ____/____/____ Mo. Yr.	Name	Your Job Title		Starting	
	Address			Final	
	Phone	Supervisor			
From: ____/____/____ Mo. Yr. To: ____/____/____ Mo. Yr.	Name	Your Job Title		Starting	
	Address			Final	
	Phone	Supervisor			
From: ____/____/____ Mo. Yr. To: ____/____/____ Mo. Yr.	Name	Your Job Title		Starting	
	Address			Final	
	Phone	Supervisor			

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?

☐ Yes ☐ No

Employment Date(s)

Division(s) Employed

Position(s) Held

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 for which the record has not been expunged or sealed? (In California, your response should not include marijuana convictions that are more than two years old or information concerning referral to, or participation in, a pre- or post-trial diversion program.) If yes, please explain. Answering yes to this question will not necessarily bar you from employment. ☐ Yes ☐ No

At Victoria's Secret Stores, Inc., 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 Victoria's Secret Stores, Inc.'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 Victoria's Secret Stores, Inc. 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 Victoria's Secret Stores, Inc., no representative of Victoria's Secret Stores, Inc. 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 Victoria's Secret Stores, provided the minimum daily pay in every instance shall be at least twice the applicable minimum hourly rate.

Applicant's Signature

Date

## FAIR CREDIT REPORTING ACT DISCLOSURE

Victoria's Secret Stores, Inc., when considering your application for employment, when making a decision whether to continue your employment (if you are hired), and when making other employment related decisions affecting you, may wish to obtain and use a consumer report from a consumer reporting agency. As an applicant for employment or employee of Victoria's Secret Stores, Inc., you are a "consumer" with rights under the Fair Credit Reporting Act.

### A. NEW YORK ONLY

Victoria's Secret Stores, Inc., when considering your application for employment, when making a decision whether to continue your employment (if you are hired), and when making other employment related decisions affecting you, may wish to obtain and use a consumer report from United Stores Mutual Association, Intellicorp or Secure Point. As an applicant for employment or employee of Victoria's Secret Stores, Inc., you are a "consumer" with rights under the Fair Credit Reporting Act.

Upon request, Victoria's Secret Stores, Inc. will inform you whether or not a consumer report was requested and, if a consumer report was requested, you will be informed of the name and address of the consumer reporting agency that furnished the report.

### B. CALIFORNIA ONLY

Victoria's Secret Stores, Inc., when considering your application for employment will obtain a consumer report from United Stores Mutual Association, Intellicorp or Secure Point. As an applicant for employment or employee of Victoria's Secret Stores, Inc., you are a "consumer" with rights under the Fair Credit Reporting Act and California Civil Code Section 1785.20.5.

You have the right to receive a copy of the consumer report that is obtained by Victoria's Secret Stores, Inc. If you would like a copy of the consumer report, please check the box below and Victoria's Secret Stores, Inc. will request that the consumer reporting agency send a copy of the consumer report to you at no charge to the address provided below.

☐ I would like a copy.

### C. MINNESOTA ONLY

Victoria's Secret Stores, Inc., when considering your application for employment will obtain a consumer report from United Stores Mutual Association, Intellicorp or Secure Point. As an applicant for employment or employee of Victoria's Secret Stores, Inc., you are a "consumer" with rights under the Fair Credit Reporting Act and Minnesota Statute Section 13C.02.

You have the right to receive a copy of the consumer report that is obtained by Victoria's Secret Stores, Inc. If you would like a copy of the consumer report, please check the box below and Victoria's Secret Stores, Inc. will request that the consumer reporting agency send a copy of the consumer report to you at no charge to the address provided below.

☐ I would like a copy.

### D. OKLAHOMA ONLY

Victoria's Secret Stores, Inc., when considering your application for employment will obtain a consumer report from United Stores Mutual Association, Intellicorp or Secure Point. As an applicant for employment or employee of Victoria's Secret Stores, Inc., you are a "consumer" with rights under the Fair Credit Reporting Act.

You have the right to receive a copy of the consumer report that is obtained by Victoria's Secret Stores, Inc. If you would like a copy of the consumer report, please check the box below and Victoria's Secret Stores, Inc. will request that the consumer reporting agency send a copy of the consumer report to you at no charge to the address provided below.

☐ I would like a copy.

ACKNOWLEDGED: \_\_\_\_\_  
NAME (signature) NAME (printed)  
\_\_\_\_\_  
SOCIAL SECURITY NUMBER DATE

IF YOU SEEK A COPY OF A REPORT, PLEASE FILL OUT ADDRESS, CITY, STATE AND ZIP:

\_\_\_\_\_  
STREET ADDRESS CITY ST ZIP

**If applicant requests copy of Consumer Report, Manager should call 1-800-765-7465**