

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

# Application for Employment

Referred by: \_\_\_\_\_

**www.tjx.com**

Please print clearly in ink. The TJX Companies, Inc. considers all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, gender identity and expression, marital or military status, or based on any individual's status in any group or class protected by applicable federal, state, or local law. TJX also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law. If you require an accommodation in the application process, please advise Management.

## PERSONAL DATA

FULL NAME:

\_\_\_\_\_

Last

First

Middle

CURRENT ADDRESS:

\_\_\_\_\_

Street and Number

\_\_\_\_\_

City

State

Zip Code

PREVIOUS ADDRESS:

\_\_\_\_\_

Street and Number

\_\_\_\_\_

City

State

Zip Code

Preferred Name/Nickname (Optional)	Home Telephone Number	Cell Phone Number (Optional)	E-Mail Address (Optional)
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Have you ever applied to A.J. Wright, HomeGoods, Marshalls, T.J. Maxx or The TJX Companies, Inc.?

Yes  No If yes, provide dates: \_\_\_\_\_

Have you ever worked for A.J. Wright, HomeGoods, Marshalls, T.J. Maxx or The TJX Companies, Inc.?

Yes  No If yes, provide dates: \_\_\_\_\_ Location: \_\_\_\_\_

Do you know anyone who works for any of the TJX divisions?

Yes  No Name: \_\_\_\_\_

How were you introduced to us?  Employee Referral  Newspaper ad  Walk in  Internet

Other \_\_\_\_\_  College/University  Dept. of Employment  Community Organization

If hired, **and you are under 18**, can you furnish a work permit?  Yes  No  18 or over

If hired, can you provide proof of identify and authorization to work in the United States?  Yes  No

## EMPLOYMENT DESIRED

Position you are applying for: \_\_\_\_\_

Date Available for work\*: \_\_\_\_\_

Total hours available per week\*: \_\_\_\_\_

	S	M	T	W	T	F	S
From							
To							

What type of work are you looking for?  Part-time  Full-time  Regular  Temporary

Are you willing to relocate?  Yes  No If yes, where? \_\_\_\_\_ Will you travel? \_\_\_\_\_

\*Should your availability change during the course of your employment, it may impact your employment status based on business needs. While we may be able to accommodate your availability limitations upon hire, we do not guarantee that we will be able to support these limitations in the future. Should our business needs change, we may require an adjustment in your availability in order to maintain employment status.

## EXPERIENCE

Please give accurate and complete information. Start with present or most recent employer, including self-employment, part-time work, military employment and any work performed on a volunteer basis. Account for your entire employment history, including significant gaps in employment. **All information must be included, even if you are attaching a resume.**

Employer		Work Performed	
Address (Street, City, State)			
Telephone Number(s) (    )			
Job Title	Supervisor		
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To:	Starting:	Final:
Employer		Work Performed	
Address (Street, City, State)			
Telephone Number(s) (    )			
Job Title	Supervisor		
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To:	Starting:	Final:
Employer		Work Performed	
Address (Street, City, State)			
Telephone Number(s) (    )			
Job Title	Supervisor		
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To:	Starting:	Final:
Employer		Work Performed	
Address (Street, City, State)			
Telephone Number(s) (    )			
Job Title	Supervisor		
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To:	Starting:	Final:
Employer		Work Performed	
Address (Street, City, State)			
Telephone Number(s) (    )			
Job Title	Supervisor		
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To:	Starting:	Final:

Please attach an additional sheet if necessary.



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**California applicants only:** Applicants need not identify convictions that have been sealed, expunged, dismissed or otherwise eradicated by statute or court order, or any information pertaining to referral to and participation in any pre-trial diversion program. Applicants may omit any conviction for Marijuana-related offenses that are more than two years old; any offense which was finally settled in juvenile court or referred to the youth authority; any misdemeanor conviction for which probation has been successfully completed or otherwise discharged AND the case has been judicially dismissed pursuant to Penal Code section 1203.4.

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**Connecticut applicants only:** Applicants for employment are not required to disclose the existence of any arrest, criminal charge, or conviction for which the records have been erased in accordance with the provisions of Connecticut State Law. Records subject to erasure are records pertaining to a finding of delinquency, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which a person has been found not guilty, or a conviction for which a person received an absolute pardon. Any person whose criminal records have been erased in accordance with the provisions of Connecticut State Law shall be deemed to have never been arrested within the meaning of Connecticut General Statutes and may so swear under oath.

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**Georgia applicants only:** You may exclude any conviction that has been discharged under the First Offender's Law.

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**Illinois applicants only:** A conviction record will not necessarily be a bar to employment. Applicants are not obligated to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest. Applicants may answer "no record" to inquiries about convictions or arrests in which the records have been sealed or expunged, or to inquiries about juvenile records of convictions or arrests in which the records have been expunged.

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**Massachusetts applicants only:** An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution. Massachusetts applicants may also exclude information regarding prior first convictions for the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or a conviction for any misdemeanor where the conviction occurred or any prison sentence ended five or more years ago whichever date is later, unless the applicant has been convicted of another offense within the last 5 years.

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## SIGNATURE

**READ CAREFULLY BEFORE SIGNING AS THESE ITEMS REPRESENT SIGNIFICANT MATTERS IN CONNECTION WITH YOUR APPLICATION:**

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**MASSACHUSETTS ONLY:** 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.

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**MARYLAND ONLY: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT THAT AN INDIVIDUAL SUBMIT 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. I have carefully read the above Maryland Polygraph Statement and understand the statement.**

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

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I certify that the statements and information furnished by me in this application are true and correct. I understand that omitted, false or misstated statements on this application are grounds for refusal to hire, or dismissal, at any time the Company becomes aware of the omitted, falsified, or misstated information.

I understand that The TJX Companies, Inc. is not obligated to provide me with employment and that I am not obligated to accept employment. I understand that nothing contained in this application, or conveyed during any interview that may be granted, or during my employment, if hired, is intended to create a contract for continued employment with The TJX Companies, Inc., except as required by applicable federal, state, and local law. In addition, if an employment relationship is established, unless I am employed in Montana, I acknowledge that my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of either the Company or myself, and that this cannot be altered except by an express written agreement signed by myself and a designated officer of the Company. I further understand and agree that no manager or other representative of the Company has the authority to make any verbal promises or commitments to me with respect to any term, condition, or privilege of my employment including compensation. I further understand that no policy, benefit, or procedure contained in any employee handbook creates a contract for continued employment. I understand and agree that, if hired, I will be required to abide by all rules and regulations of The TJX Companies, Inc. and that my wages, benefits and conditions of employment can be changed by the Company at any time in its sole discretion.

I agree and hereby authorize The TJX Companies, Inc. to conduct a background inquiry to verify the information on this application and any Company form completed by me. I authorize all previous employers or other persons who have knowledge of me or my records, to release such information to The TJX Companies, Inc. or their agents. I hereby release The TJX Companies, Inc. and any persons or companies that participate in or conduct a background inquire regarding me from all claims or liabilities whatever that may arise by such disclosures or such investigation.

While I understand that this application will be kept on file for a period of up to one year, I further understand that this application will be considered active for a period not to exceed ninety (90) days. I understand that if I wish to be considered for employment beyond this period, I should inquire as to whether or not applications are being accepted for the position for which I am interested and, if so, submit a new application.

**My Signature Certifies That I Have Read and Agree With The Above Statements.**

Date of Application: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

## DISCLOSURE AND ACKNOWLEDGMENT

[IMPORTANT — PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

### NOTICE REGARDING BACKGROUND INVESTIGATION

The TJX Companies, Inc. ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports now and throughout the course of your employment to the extent permitted by law. Thus, you may be the subject of a "consumer report", which may include information about your character, general reputation, personal characteristics, and/or mode of living.

**New York applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified below directly.

### ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these documents. I hereby authorize the obtaining of "consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, including at the time of promotion, transfer, or reassignment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by ChoicePoint Workplace Solutions, Consumer Reports, P.O. Box 49429, Charlotte, NC 28277, 1-866-688-4864, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

FULL NAME: \_\_\_\_\_  
Last First Middle

OTHER NAMES/ALIAS: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Street and Number

City State Zip Code

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*If applicant is under the age of 18, the signature of a parent or guardian is required.*

**ATTENTION: The following information is to be completed after a conditional offer has been made and will be used solely for background screening purposes and will not be used in the hiring process.**

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License\* # \_\_\_\_\_ State of Driver's License \_\_\_\_\_

\*This information is only required for individuals operating Company vehicles.

Para información en español, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N. W., Washington, D.C. 20580.

## A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment — or to take another adverse action against you — must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - ✦ A person has taken adverse action against you because of information in your credit report;
  - ✦ You are the victim of identity theft and place a fraud alert in your file;
  - ✦ Your file contains inaccurate information as a result of fraud;
  - ✦ You are on public assistance;
  - ✦ You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need — usually to consider an application with a creditor, insurer, Employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to Employers.** A consumer reporting agency may not give out information about you to your Employer, or a potential Employer, without your written consent given to the Employer. Written consent generally is not required in the trucking industry. For more information go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a tollfree phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 888-5-OPT-OUT (888-567-8688) or [www.optoutprescreen.com](http://www.optoutprescreen.com).
- **You may seek damages from violators.** If a consumer reporting agency or, in some cases, a user of consumer reports of a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General enforcers below:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, D.C. 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, D.C. 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies or foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, D.C. 20551 1-202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, D.C. 20552 1-800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 1-703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington D.C. 20590 1-202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, D.C. 1-202-720-7051