

WE WANT TO KNOW ABOUT YOU!

Personal Information

Position Applying for: _____ Desired Pay: _____

Today's Date (month/day/year): _____ Date You Can Start: _____

Name: _____ ~~Social Security Number~~: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ E-Mail _____

Are you under 18 years of age? Yes No

Are you under 16 years of age? Yes No

Employment Eligibility

Are you legally eligible for employment in the United States? Yes No

HISTORY

Education

Name of High School: _____ Graduate? Yes No

Address: _____ Level Completed: _____

Name of College/Other School: _____ Graduate? Yes No

Address: _____ Level Completed: _____

Name of College/Other School: _____ Graduate? Yes No

Address: _____ Level Completed: _____

Background

Have you ever been convicted of a crime other than a minor traffic violation? (Note: A conviction will not necessarily disqualify you for employment and you do not have to list convictions that have been annulled, expunged, or sealed by a court.) Yes No

If yes, please explain: _____

Are you or have you ever been a sex offender registered with any federal, state, or local government agency, including any listing on a public website? Yes No

Previous Employment

1. Employer: _____

Address: _____ Phone Number: _____

Position(s): _____ Ending Pay: _____

Date of Employment: From _____ To _____ Supervisor: _____

Reason for Leaving: _____ Eligible for Rehire? _____

2. Employer: _____

Address: _____ Phone Number: _____

Position(s): _____ Ending Pay: _____

Date of Employment: From _____ To _____ Supervisor: _____

Reason for Leaving: _____ Eligible for Rehire? _____

3. Employer: _____

Address: _____ Phone Number: _____

Position(s): _____ Ending Pay: _____

Date of Employment: From _____ To _____ Supervisor: _____

Reason for Leaving: _____ Eligible for Rehire? _____

References

Please list three references (not relatives).

1. Name: _____ Company & Position: _____

Address: _____ Phone Number: _____

2. Name: _____ Company & Position: _____

Address: _____ Phone Number: _____

3. Name: _____ Company & Position: _____

Address: _____ Phone Number: _____

Special Skills

List any special skills you have and your level of proficiency (i.e. cash handling, computer training, etc.)

Please rate ability by circling a number below.

Skill: _____ Beginner 1 2 3 4 5 Expert

Skill: _____ Beginner 1 2 3 4 5 Expert

Have you ever applied or worked for Ollie's Bargain Outlet? Yes No

If yes, where? _____ When? _____ Final Position? _____

Reason left? _____

Do you have any relatives currently employed by Ollie's Bargain Outlet? Yes No

If yes, list name, location and position: _____

Have you ever been dismissed or forced to resign from any employment? Yes No

If yes, please explain: _____

Please check the shifts you are available to work (hours may vary) and indicate hours available below:

Full-Time Part-Time

Availability:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Referral Source

Walk-in Applicant Newspaper Ad (Name) _____

Employee Referral (Name) _____

Website (Name) _____ Other _____

IMPORTANT AGREEMENT: PLEASE READ THE FOLLOWING AND SIGN YOUR NAME BELOW.

In compliance with Federal and State Equal Employment Opportunity Laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, veteran's status, disability, or any other legally protected status. I certify that answers given herein are true and complete to the best of my knowledge. In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. In consideration of my employment, I agree to conform to the rules and regulations of the Company. I acknowledge and understand that (1) no application, policy, rule, regulation, guideline, manual, position guide, newsletter, poster, procedure or similar writing constitutes a guarantee of employment or a contract of employment with the Company (2) my employment and compensation can be terminated at any time, for any reason or for no reason, by the Company or me, and (3) no Manager or official of the Company (other than the CEO or President in writing) has the authority to enter into any contract or agreement with me for employment for any specified period of time, or to make any contract or agreement contrary to the foregoing. I understand that unless otherwise prohibited by applicable law, I may be required at any time to submit to a physical, drug or alcohol test, or other examination as a condition of my employment with the Company. By accepting employment, I agree to submit to such examinations or tests as required by the Company, all at Company expense. I authorize you to make such investigations and inquiries of my personal, employment or financial history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. **MARYLAND APPLICANTS 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 to or take, a lie detector or similar test. An employer who violates this law is guilty of misdemeanor and subject to a fine not exceeding \$100.**

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Signature of Applicant _____

Date _____



CONSUMER REPORT DISCLOSURE

Dear Applicant:

This is to advise you that a consumer report or a more detailed investigative consumer report detailing your credit history and other background information may be requested by Ollie's Bargain Outlet as part of our employment application process. These reports may include:

1. Information derived from interviews with any person Ollie's Bargain Outlet deems to be an appropriate reference, including but not limited to the references that you supplied to Ollie's Bargain Outlet. These interviews may include any questions which are considered by Ollie's Bargain Outlet to be relevant, including questions about your personal background, educational background, work experience, character, personality, general reputation, personal habits and mode of living.
2. Public record information derived from inquiries with Federal, State, local and other agencies, including consumer credit, criminal records, driving records and others.

The Fair Credit Reporting Act requires that we obtain your written authorization before requesting a consumer report. Please complete the Authorization and Release form so that we may continue the processing of your Application. Attached is a summary of your rights under the Fair Credit Reporting Act for your information.

We appreciate your interest in pursuing a career at Ollie's Bargain Outlet. If you have any questions, please contact Human Resources at (717) 657-2300.

Sincerely,

Human Resources



HIRING AUTHORIZATION AND RELEASE

STORE LOCATION: _____ POSITION: _____

NAME: _____

SOCIAL SECURITY NUMBER: _____

CURRENT ADDRESS: _____

Dates of Residence - Current Address: From _____ To _____

FORMER ADDRESS: _____

Dates of Residence - Former Address: From _____ To _____

DRIVER'S LICENSE: Number: _____ State: _____

FOR IDENTIFICATION PURPOSES ONLY:

Date of Birth (MM/DD/YYYY): _____

Maiden/Former or Other Names: _____

I understand that for the purposes of evaluating me for employment, promotion, reassignment or retention as an employee or independent contractor, Ollie's Bargain Outlet, its divisions, subsidiaries and affiliates, and their officers, **directors, employees, agents, representatives or designees, may request consumer reports or more detailed investigative** consumer reports about me which may include:

1. Information derived from interviews with any person Ollie's Bargain Outlet deems to be an appropriate reference, including but not limited to the references that I supplied to Ollie's Bargain Outlet. These interviews may include any questions which are considered by Ollie's Bargain Outlet to be relevant, including questions about my personal background, educational background, work experience, character, personality, general reputation, personal habits and mode of living.
2. Public record information derived from inquiries with Federal, State, local and other agencies, including **consumer credit, criminal records, driving records and others.**

I voluntarily consent and authorize Ollie's Bargain Outlet to request these reports. I hereby authorize any party or agency contacted by Ollie's Bargain Outlet to furnish the above-mentioned information and I release any such party or agency contacted by Ollie's Bargain Outlet from any liability arising from the disclosure of such information. I further voluntarily authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract) with Ollie's Bargain Outlet. I release Ollie's Bargain Outlet from liability for seeking, gathering and using such information in connection with my employment (or contract) and/or potential employment (or contract) with Ollie's Bargain Outlet.

Signature: _____ Date: _____

____ Yes, I authorize that typing/signing my name above indicates my approval and consent.

____ No, I do not authorize the checks to be completed.

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 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 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 identify 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 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 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.
- **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 toll-free 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 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or 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.

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. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 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, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
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, DC 20552 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 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, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture, Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051