

As an equal opportunity employer, HOT TOPIC 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.

## EMPLOYMENT APPLICATION

Please print and complete this application in your own handwriting, as well as answer or acknowledge every question.

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

### Personal Information:

<b>Name:</b> (Last, First, Middle Initial)	<b>Social Security Number:</b>
<b>Present Address:</b> (Street)	<b>Day Phone:</b>
<b>Present Address:</b> (City, St., ZIP)	<b>Evening Phone:</b>
<b>E-mail Address:</b>	<b>Yr/Mo at Present Address:</b>
<b>Position(s) applied for:</b>	<b>Salary/Pay Desired:</b>

**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 the age of 18, please state your age: \_\_\_\_\_

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

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

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: \_\_\_\_\_

(A conviction record will not necessarily disqualify an applicant from employment. Each case will be considered on its own merits. CA Applicants: Convictions more than two years old for marijuana-related offenses under CA Health & Safety Code Sections 11357, 11360, 11364, 11365, or 11550, or any statutory predecessors thereof, need not be listed.)

### Schedule Availability:

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

Days and Times Available to Work:	From:							
	To:							
		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	
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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Start Date:	Start Position:	Start Salary:	
End Date:	End Position:	End Salary:	
Responsibilities:		Reason For Leaving:	

**Additional Experience/Skills/Information:**

Please list any computer software skills: \_\_\_\_\_

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

Why did you choose to apply at Hot Topic? \_\_\_\_\_

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

Tell us how you learn about music: \_\_\_\_\_

**Business/Professional References:**

	Name	Company	Current Phone #	Relationship
1.				
2.				

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby authorize Hot Topic, Inc. to investigate my background, 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:** \_\_\_\_\_

## AUTHORIZATION, CONSENT, AND RELEASE FOR CONSUMER REPORT

I understand that Hot Topic, Inc. will utilize the services of **Sterling Testing Systems, 249 West 17th Street, New York, NY 10011, (800) 899-2272** to obtain an investigative consumer report as part of the procedure for processing my application for employment.

I understand **Sterling Testing Systems'** investigation may include obtaining information covering up to: (1) the last seven years regarding my credit background, driving record, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, and criminal conviction records consistent with state law; and (2) the last ten years regarding bankruptcies. I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted or who may have knowledge concerning my character, general reputation, personal characteristics or standard of living. I understand such information may also be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge.

The nature and scope of the investigation sought will be limited to the following:

Social Security Trace Search	Motor Vehicle Report
Criminal Record Search	Education Verification
Consumer Credit Report	Employment Verification

**CALIFORNIA, OKLAHOMA, MINNESOTA APPLICANTS ONLY:** I have the right to request a copy of my consumer credit/investigative consumer report from the consumer credit reporting agency by checking the box below. The report will be mailed directly to me by the consumer reporting agency.

I wish to receive a copy of the consumer credit/investigative consumer report. (Check box only if you wish to receive a copy.)

I understand I have the right to inspect visually the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards.

I also understand that before I am denied employment based, in whole or part, on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the federal Fair Credit Reporting Act.

This consent will not affect my ability to question or dispute the accuracy of any information contained in my credit report. I understand if I disagree with the accuracy of any information in the report, I must notify the Company within five business days of my receipt of the report. If I notify the Company within five business days of the receipt of the report that I am challenging information in the report, the Company will not make a final decision on my employment status until after I have had a reasonable opportunity to address the information contained in the report.

I acknowledge that I have received the attached summary of my rights under the Fair Credit Reporting Act.

**All of the following information is required for identification and accuracy. I understand that this information is strictly confidential and will be used for employment purposes only. Please print or type clearly and legibly.**

<b>Store #/District (Hot Topic, Inc Use Only)</b>	<b>Social Security Number</b>	
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>

<b>Date of Birth (mm/dd/yyyy)</b>	<b>Phone</b>	<b>Driver's License Number (DM and above positions only)</b>

<b>Current Address:</b>	<b>Apt Number</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>
<b>Is this a promotion? Yes or No</b>		<b>E-Mail (Optional)</b>		<b>Order Number (Hot Topic, Inc use only)</b>

I hereby release Hot Topic, Inc. and its agent, Sterling Testing Systems, Inc., and all persons, agencies and entities providing information or reports about me from any and all liability arising out of the request for or release of any information or reports.

\_\_\_\_\_  
Signature of Applicant for Release & Authorization

\_\_\_\_\_  
Date

Para información en español, visite [www.ftc.gov/credit](http://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 (FOR ALL APPLICANTS)

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 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](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 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 1-888-5OPT-OUT.
  - **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](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. 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 Board Division of Consumer & Community Affairs Washington, DC 20551 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, 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

## A SUMMARY OF YOUR RIGHTS UNDER THE CALIFORNIA CONSUMER CREDIT REPORTING AGENCIES ACT (FOR CALIFORNIA APPLICANTS ONLY)

The California Consumer Credit Reporting Agencies Act ("CCRAA") is designed to promote accuracy, fairness and privacy of information contained in the files of consumer reporting agencies. If an investigative consumer report is sought for employment purposes, other than for suspicion of wrongdoing by you, your employer must provide you with written notice of the name and address of the investigative consumer reporting agency conducting the investigation, the nature and scope of the investigation requested and a summary of your rights under the CCRAA, as outlined below. You have been provided with such notice in the disclosure and authorization forms given to you by your employer and this summary will outline your specific rights under the CCRAA. You may have additional rights under federal law.

- **You have the right to inspect the consumer reporting agency's files on you.** At your request and with proper identification, which includes a valid driver's license, social security account number, military identification card or credit card, you are allowed to visually inspect all files maintained by the consumer reporting agency at the time you made your request. All information maintained by the consumer reporting agency will be available for your inspection with the exception of the sources of information acquired solely for use in preparing an investigative consumer report and used for no other purpose. The consumer reporting agency shall also identify the recipients of any investigative consumer report on you that it has furnished within the past two (2) year period for employment purposes and within the past year for any other purposes. You may request the address and telephone number of the recipients that the consumer reporting agency identifies.
- **You may view the consumer reporting agency's files on you in a number of ways.** You can inspect the consumer reporting agency's files in person during normal business hours if you provide the consumer reporting agency with reasonable notice that you will be inspecting the files. You can inspect the files by providing the consumer reporting agency with a written request stating that you would like copies of the files to be sent to you at a specified address. If you request a copy of the files, proper identification must be sent with the written request by certified mail. Additionally, the consumer reporting agency is not responsible if the mail is mishandled and your files are disclosed to third parties. You can also inspect the files through telephone disclosure. To inspect the files through telephone disclosure, you must provide the consumer reporting agency with a written request that includes proper identification and a phone number where the call is either prepaid or can be charged.
- **The consumer reporting agency must provide you with an explanation for the information contained in your files.** The consumer reporting agency is required to provide trained personnel to explain the information that is contained in your files and was provided to you by the consumer reporting agency.
- **The consumer reporting agency must explain any coded information in your files.** The consumer reporting agency is required to provide you with a written explanation of any coded information contained in your files. This written explanation must be provided every time you inspect the files.
- **You can be accompanied by one person when inspecting your files.** One person can accompany you when you inspect your files, as long as that person has proper identification. You may be required to provide the consumer reporting agency, at its request, with written permission allowing the consumer reporting agency's employees to discuss information contained in your files in front of the person accompanying you.