

# Employment Application



www.catofashions.com; www.itsfashions.com; www.shopersona.com

The CATO Corporation  
8100 Denmark Rd.  
Charlotte, NC 28273

The Cato Corporation (*Cato, It's Fashion, It's Fashion Metro & Versona*) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, ancestry, national origin, disability, age, sex (including pregnancy), gender identity or expression, or any other characteristic protected by applicable laws, regulations and ordinances. The CATO Corporation also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable Federal, state and local law. If you require an accommodation in the application process, please advise Human Resources.

<b>Date:</b>		<b>Position Applied for:</b>	
<b>Name:</b>		<b>Division:</b>	<b>Expected Pay Rate</b>
<b>Address:</b>		<b>Schedule Availability:</b>	
<b>City/State:</b>		<b>Open availability:</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Zip/Postal Code:</b>		<b>If no: What days and hours are you NOT available to work?</b>	
<b>Home Phone:</b>		<input type="radio"/> Full-Time <input type="radio"/> Part-time <input type="radio"/> Temporary	
<b>Cell Phone:</b>		<b>Date available to begin work?</b>	
<b>E-mail Address:</b>			

**YOU MUST BE 18 YEARS OF AGE TO BE ELIGIBLE TO WORK FOR THE CATO CORPORATION.**

Are you 18 years of age or older:  Yes  No

Have you ever been employed by The CATO Corporation or any of its divisions?  Yes  No

If yes, what location? City  State

**Dates of Employment:** From:  To:  **Last Position Held:**

Have you ever been suspended, asked to resign, or been discharged from any employment:  Yes  No

If Yes - Please explain

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S.?  Yes  No

If you have a relative (by birth, adoption or marriage) that currently works for The CATO Corporation or any division, please complete the following information:

**Name:**  **Location:**

## Education

Type of School	Name of School and City/State	Field of Study	Diploma or Degree	Graduate Yes/No
High School		High School		
College, Business, or Trade				
Professional or Graduate				
Other				

**Skills / Special Training:**

**Computer:**  PC  Mac  Both

**Software Applications (list all that apply):**

**Certifications:**

### Employment History(list up to 4)

Please add your employment history beginning with your current or most recent job:

**1.**  
Name of Employer:

Name of last supervisor:  Email Address:

Dates of employment:  
Starting:  Ending:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):  Resigned  Discharged  Laid Off or Lack of Work

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer:  Yes  No

**2.**  
Name of Employer:

Name of last supervisor:  Email Address:

Dates of employment:  
Starting:  Ending:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):  Resigned  Discharged  Laid Off or Lack of Work

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer:  Yes  No

**3.**  
Name of Employer:

Name of last supervisor:  Email Address:

Dates of employment:  
Starting:  Ending:

Complete Address:

Phone #:

Complete next page

Last job title:

Reason for Leaving (be specific):  Resigned  Discharged  Laid Off or Lack of Work

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer:  Yes  no

**4.**

Name of Employer:

Name of last supervisor:  Email Address:

Dates of employment:  
Starting:  Ending:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):  Resigned  Discharged  Laid Off or Lack of Work

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer:  Yes  No

**Please explain any gaps of employment in the employment history listed above:**

READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information may result in disqualification from consideration of employment or, if employed, my dismissal. I understand that this application is not an offer or promise of employment and that nothing in this application is intended to create or imply any contractual relationship. If hired, the applicant/employee understands that employment is at-will. If hired, I will be able to resign at any time for any reason. Likewise, the company can terminate my employment at any time, with or without notice, for any reason.

I understand that this application will be considered active for a period not to exceed sixty (60) 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 still being accepted for the position I am interested and, if so, submit a new application.

I authorize all of my present and former employers and school authorities to furnish The Cato Corporation information concerning my personal character, work habits and employment record (such as a statement of the reason of termination or separation of employment), work performance, abilities, and other qualities pertinent to my qualifications for employment. I hereby release The Cato Corporation and its respective officers, directors, employees, or agents in both their individual and representative capacities, from any and all liability for damages of whatever nature arising from furnishing, requesting, or receiving the information.

REQUIRED NOTICE FOR 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 POLYGRAPH EXAMINATION OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THE LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

I hereby acknowledge that I have read and understand the above statements.

Signature

Date:



The CATO Corporation

www.catocorp.com

*Applicant Drug Testing Consent Agreement*

As a prerequisite to employment, I hereby agree to allow The Cato Corporation's drug testing vendor to collect urine samples from me to determine the presence of illegal drugs in my body. Further, I give my consent to the release of my test results to authorized Cato Human Resources Personnel for appropriate review.

I have the right to submit information to Cato's testing vendor that demonstrates that a positive result is due to my legitimate use of a prescribed medication. I understand that the results of the drug testing of my urine, if positive for illegal drugs, will remove me from consideration for employment and rescind any conditional job offer. I also understand that if I refuse to test, I will be removed from further consideration for employment. Adulterated or substituted specimen constitutes a refusal to test.

Further, I understand that, if employed by The Cato Corporation, I must abide by the terms of The Cato Corporation's Substance Abuse Policy and may be required to submit to testing for the presence of illegal drugs and/or alcohol as required by the company. I understand that submission to such testing is a condition of employment with The Cato Corporation and disciplinary action, up to and including termination, may result for violating The Cato Corporation's Substance Abuse Policy.

I understand that I have the right to retest a confirmed positive sample at the same or other approved laboratory. The Cato Corporation, through the approved laboratory, will make confirmed positive samples available to me, or a designated agent, during the time that the sample is required to be retained. I must request release of the sample in writing specifying to which approved laboratory the sample is to be sent. I will be responsible for payment of all reasonable expenses for chain of custody procedures, shipping and retesting of positive samples related to this request.

I release from liability, The Cato Corporation, its agents, officers and assigns, for any actions taken during or after a drug test, including any errors in testing and any actions taken by The Cato Corporation in conjunction with a drug test.

I hereby consent to the administration of the drug test and to the terms of the Consent Agreement. I understand that the "TIME MY SPECIMEN IS COLLECTED", as recorded by the site Collector, MUST be within twenty-four hours of the "TIME I AM NOTIFIED" to report for specimen collection. It is my responsibility to arrive at the collection site early to ensure timely specimen collection. I understand that time is of the essence.

Applicant's Name  
(Please Print)

Applicant's  
Signature

Date

**STORE APPLICANTS ONLY:**

*Store Applicants must print these forms and take them to the store. You may also save this data for reference.*

Print Forms

**CORPORATE AND DISTRIBUTION CENTER APPLICANTS ONLY:**

*Corporate and Distribution Center Applicants should save this data and email it to Human Resources.*