

BORDERS GROUP

Application for Employment

The Next Exciting Chapter in Your Life.

Borders Group is a leading global retailer of books, music, movies, and more. Throughout our more than 1,200 stores around the world, we constantly find new ways to surprise and delight customers—and turn them into lifelong friends. Our employees worldwide help to provide our customers with the information and entertainment products they love in a relaxing, enjoyable atmosphere.

We are a company committed to our people, to diversity, to our customers, and to our communities.

APPLICANT DATA

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any status protected by federal, state or local law.

Date of Application _____

NAME (Please print your name as it appears on your Social Security card)

LAST FIRST MIDDLE

ADDRESS

STREET ADDRESS CITY STATE ZIP CODE

PHONE

PRIMARY PHONE NUMBER () _____ ALTERNATE PHONE NUMBER () _____
Area Code Area Code

When is the best time to call you? _____ Preferred Phone Number PRIMARY ALTERNATE

EMAIL ADDRESS _____

Are you 18 years or older? YES NO (If you are a minor, can you provide the work certificate necessary to obtain employment?) YES NO

EMPLOYMENT LOCATION

For which Borders Group subsidiary* are you applying to work?

- CORPORATE OFFICE (ANN ARBOR, MI) BORDERS STORES WALDENBOOKS STORES/SEASONAL BUSINESS
 BORDERS EXPRESS STORES BORDERS OUTLET STORES DISTRIBUTION CENTERS
 OTHER _____

POSITION DESIRED

Have you been previously employed at any Borders Group subsidiaries?* YES NO
If yes, which company, when, where, and which position did you hold?

COMPANY _____ WHEN _____ STATE _____ POSITION HELD _____

For which position are you applying? _____

If hired, when would you be available to start working? _____

What is your compensation expectation? \$ _____ Per hour or \$ _____ Per year

WORK SCHEDULE

Please check the type of shifts for which you are available DAYS EVENINGS NIGHTS WEEKENDS ANY

What type of employment are you seeking? FULL-TIME PART-TIME TEMPORARY/SEASONAL ANY

Please indicate below your work availability:

SUNDAY _____ MONDAY _____ TUESDAY _____ WEDNESDAY _____ THURSDAY _____ FRIDAY _____ SATURDAY _____
_____ to _____ _____ to _____ _____ to _____ _____ to _____ _____ to _____ _____ to _____

Note: Many of our businesses are open for business on holidays, weekends, and/or extended business hours for special events, store promotions, inventory, holidays, etc.
Work schedules are based upon the needs of the business, and may be subject to change on a weekly basis.

EDUCATION

	PRINT NAME, CITY AND STATE OF EACH SCHOOL	GRADUATED (Yes or No)	DEGREE AWARDED
HIGH SCHOOL			
COLLEGE/VOCATIONAL			
GRADUATE STUDIES			
OTHER FORMAL EDUCATION			

Other special training/certifications that would enhance your qualifications (Please list) _____

SPECIAL / TECHNICAL SKILLS (Please list the skills you have and, where appropriate, type of program used or speed.)

Computer Software _____

Computer Hardware _____

Store/Office/Distribution Equipment (Please check those which apply.)

PERSONAL COMPUTER/TERMINAL CASH REGISTER RESTAURANT /COMMERCIAL FOOD SERVICE FORKLIFT OPERATION

LANGUAGE

Some stores sell multi-lingual products and serve multi-lingual customers. If you would like to make us aware of any multi-lingual abilities, you may do so here: LANGUAGE _____ (Please check those which apply.) READ SPEAK WRITE

Other Special/Technical Skills: _____

EMPLOYMENT RECORD

How many different employers have you worked for in the past five (5) years? _____

Do you have experience working in a retail environment? YES NO

Do you have experience working in a distribution center or warehouse? YES NO

Have you ever been involuntarily terminated from any place of employment? YES NO

If yes, please explain all occurrences _____

If currently employed, may we contact your current employer? YES NO

May we contact your former employers? YES NO

In order to verify previous employment experience and education, please state other names under which you have worked and/or attended school. _____

EMPLOYMENT RECORD *continued*

List your current or most recent employer first. Include military service and/or any periods of self-employment. If applicable, please account for your (3) most recent employers.

PRESENT OR LAST EMPLOYER

COMPANY _____ DATES EMPLOYED: From _____ To _____
ADDRESS _____
SUPERVISOR'S NAME _____ PHONE NUMBER () _____
STARTING JOB TITLE _____ STARTING WAGE _____
ENDING JOB TITLE _____ ENDING WAGE _____
Specific reason for leaving _____
What did you like best about this position? _____
What did you like least about this position? _____

EMPLOYER #2

COMPANY _____ DATES EMPLOYED: From _____ To _____
ADDRESS _____
SUPERVISOR'S NAME _____ PHONE NUMBER () _____
STARTING JOB TITLE _____ STARTING WAGE _____
ENDING JOB TITLE _____ ENDING WAGE _____
Specific reason for leaving _____
What did you like best about this position? _____
What did you like least about this position? _____

EMPLOYER #3

COMPANY _____ DATES EMPLOYED: From _____ To _____
ADDRESS _____
SUPERVISOR'S NAME _____ PHONE NUMBER () _____
STARTING JOB TITLE _____ STARTING WAGE _____
ENDING JOB TITLE _____ ENDING WAGE _____
Specific reason for leaving _____
What did you like best about this position? _____
What did you like least about this position? _____

PERIODS OF UNEMPLOYMENT OVER THE PAST 3 YEARS

DATES: From _____ To _____ Specific reason _____
DATES: From _____ To _____ Specific reason _____
DATES: From _____ To _____ Specific reason _____

REFERENCES

Please give the names of two work-related references we may contact. Please do not list relatives. School or volunteer-related references may be listed.

1. NAME _____ PHONE NUMBER () _____
ADDRESS _____ HOW ACQUAINTED _____
2. NAME _____ PHONE NUMBER () _____
ADDRESS _____ HOW ACQUAINTED _____

Please give the names of two persons, not relatives, who have known you for five (5) years or more. School or volunteer-related references may be listed.

1. NAME _____ PHONE NUMBER () _____
ADDRESS _____ HOW ACQUAINTED _____
2. NAME _____ PHONE NUMBER () _____
ADDRESS _____ HOW ACQUAINTED _____

OTHER INFORMATION

APPLICANT NAME _____

Borders Group and subsidiaries* have an Employment of Relatives policy that places some restrictions on the employment of relatives. To ensure that we do not place employees in positions that would violate this policy, please give the names and relationships of persons to whom you are related and who are employed at the location at which you are applying. (If you live in California, do not answer.)

NAME & RELATIONSHIP _____

NAME & RELATIONSHIP _____

How did you find out about employment opportunities at this location?

- WEBSITE IN-STORE SIGNAGE NEWSPAPER PROFESSIONAL ORGANIZATION EMPLOYEE WALK-IN
 AGENCY RADIO CAREER FAIR COLLEGE RECRUITING NETWORKING OPEN HOUSE
 EMPLOYEE REFERRAL _____
 OTHER _____

Are you able at the time of employment, to submit verification of your legal right to work in the U.S.? YES NO

(Verification and completion of Form I-9 must be submitted no later than three business days after hire.)

Applicant: Please complete only the section that applies to the state in which you are seeking employment.

<input type="checkbox"/> Applicant in all states EXCEPT California, Connecticut, Hawaii, Massachusetts, Washington	<p>Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><small>Note: This question does not apply to convictions that have been expunged, sealed, pardoned, or otherwise exonerated or eradicated. (A conviction record will not necessarily be a bar to employment. A conviction which is substantially related to the functions or qualifications of the position(s) for which you are applying may be taken into consideration.)</small></p> <p>If "yes," please describe fully the criminal convictions(s), listing the nature of the offense(s) and your rehabilitation since the conviction(s): _____</p> <p>_____ APPLICANT SIGNATURE DATE</p>
<input type="checkbox"/> California Applicant ONLY	<p>Have you ever been convicted of a crime? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><small>Note: Do not identify convictions that have been sealed, expunged, dismissed, or otherwise eradicated by statute or court order, any conviction for a marijuana offense if the conviction is more than two years old, or any information pertaining to any offense arrest or detention which did not result in conviction, or any information concerning a referral as a result of referral to and participation in any pre-trial or post-trial diversion program.</small></p> <p>Such conviction may be relevant if job-related, but does not necessarily bar you from employment.</p> <p>If "yes," please explain: _____</p> <p>_____ APPLICANT SIGNATURE DATE</p>
<input type="checkbox"/> Connecticut Applicant ONLY	<p>Have you ever been convicted of a crime? (A conviction will not necessarily be a bar to employment.) <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><small>Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a are records related to (a) determinations of "delinquency" or that, as a child, you were a member of a family with service needs, (b) a ruling you are a "youthful offender", (c) a criminal charge that has been dismissed or nolle; (d) a finding you are not guilty for a criminal charge, or (e) a conviction for which you have received an "absolute pardon". Any person whose criminal records have been erased pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a shall be deemed to never have been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.</small></p> <p>If you answered "yes," please describe the nature of the offense, the date of the convictions and the nature of any rehabilitation: _____</p> <p>_____ APPLICANT SIGNATURE DATE</p>
<input type="checkbox"/> Hawaii Applicant ONLY	<p>I understand that inquiry into and consideration of conviction records for prospective employees may take place only after my receiving a conditional offer of employment, which may be withdrawn if I have a conviction record that bears a rational relationship to the duties and responsibilities of the position. Any conviction that is more than 10 years old (excluding periods of incarceration) will not be considered. I understand that I will be given the opportunity to show that any period of incarceration was shorter than shown on the record.</p> <p>_____ APPLICANT SIGNATURE DATE</p>
<input type="checkbox"/> Illinois Applicant ONLY	<p>Please note, under state law: You are not obligated to disclose sealed, expunged or impounded records of conviction or arrest.</p> <p>_____ APPLICANT SIGNATURE DATE</p>
<input type="checkbox"/> Maryland Applicant ONLY	<p>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 A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.</p> <p>_____ APPLICANT SIGNATURE DATE</p>

*Borders, Inc. and Walden Book Company, Inc. are subsidiaries of Borders Group, Inc.

<input type="checkbox"/> Massachusetts Applicant ONLY	<p>RE: Massachusetts Lie Detector Notice 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.</p> <p>RE: Felony Record Inquiry 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.</p> <p>Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? <input type="checkbox"/> YES <input type="checkbox"/> NO RECORD</p> <p>Within the past five years have you been convicted or completed a period of incarceration (which ever is later) for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? <input type="checkbox"/> YES <input type="checkbox"/> NO RECORD</p> <hr/> <p>APPLICANT SIGNATURE DATE</p>
<input type="checkbox"/> Washington Applicant ONLY	<p>Answer "yes" to the following question only if the conviction or release from prison was within the last ten (10) years, and it is reasonably related to the duties or functions of the position for which you are applying. Note that a conviction will not necessarily disqualify you from employment.</p> <p>Have you ever been convicted of a felony that has not been expunged or sealed by a court? Note: You should answer "no record" if a conviction has been sealed, vacated, or expunged or otherwise statutorily eradicated. <input type="checkbox"/> YES <input type="checkbox"/> NO RECORD</p> <p>If you checked "yes," please explain below. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please give the date and nature of the offense and your subsequent rehabilitation:</p> <hr/> <hr/> <hr/> <p>APPLICANT SIGNATURE DATE</p>

APPLICANT'S STATEMENT

Please read the following statement carefully.

I understand that this application is not a contract, offer or promise of employment. By filling out this application I am genuinely interested in working for Borders Group, Inc. and subsidiaries (Borders Group) and I understand that an offer of employment may be subject to receipt of satisfactory reports and the accuracy of all pre-employment information I have supplied. I acknowledge that my employment with Borders Group is on an at-will basis. I am free to terminate my employment with Borders Group at any time for any reason. Borders Group is free to terminate our employment relationship at any time, with or without cause or advance notice. Acceptance of employment is not a contract of employment for any specified time.

If employed, I will be required to abide by the company's rules and regulations, consistent with the applicable federal, state and local law. I understand that the company has complete discretion to modify its policies, rules, regulations and practices at any time, to the extent allowed by federal or state law, except that it will not modify its policy of employment at-will. By my continued employment with the company, I consent to any changes.

I hereby authorize Borders Group or its agents to verify all statements contained in this application and/or resume to the extent permitted by federal state or local law. (Federal law and some state law require a separate disclosure and consent form when obtaining consumer credit reports.) To the extent permitted by federal, state or local law, I release all parties from any liability arising out of this provision and the use of such information.

I certify that the above information is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation or omission of information on this form and accompanying resume, if any, relating to my application of employment may result in my denial of employment, or if employed, my immediate dismissal.

I understand that neither this document, nor any other document or letters received by me during my employment with Borders Group Inc. nor any offer of employment from Borders Group Inc., nor any statement made by a Borders Group agent or representative constitute an employment contract, unless agreed to in a specific document to that effect by Borders Group and me in writing.

APPLICANT SIGNATURE

DATE

Borders Group supports the individuality of each employee and encourages all those who wish to grow to explore their talents and seek expanded opportunities. This deeply rooted enthusiasm for diversity of people and perspectives reaches from our corporate office into our stores, distribution centers, and every community we serve around the world.

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