

# Working at Arbitron

## Welcome to Arbitron

Arbitron Inc. (NYSE: ARB) is a media and marketing research firm serving radio and TV broadcasters, radio networks, cable companies, advertisers, advertising agencies, out-of-home advertising companies and the online radio industry in the United States. Through our Scarborough Research joint venture, Arbitron provides additional media and marketing research services to the broadcast television, cable, newspaper, out-of-home and online industries.

We help media companies, advertisers and marketers understand media audiences and reach consumers more effectively. Our services and software help clients make sense of the marketplace, turn information into revenue and grow their businesses.

The people of Arbitron have kept the company at the forefront of media research since 1949. Their inventiveness, diversity of perspective and commitment to excellence constantly refresh what we do and how we do it.

We look for people who enjoy applying their skills and creativity to the exciting media information industry. This includes opportunities in information technology, research and analysis, information processing, customer service, telephone research, sales and other valued positions.

## Why Work at Arbitron

Arbitron offers its employees the dynamic growth potential of a "new" company, plus more than 60 years of business experience and growth.



The Arbitron Headquarters in Columbia, MD.

In 2001, after more than five decades as a leader in the media research industry, and nearly 30 years as a subsidiary of Control Data/Ceridian Corporation, Arbitron became an independent, publicly traded company on the New York Stock Exchange. Our listing as "ARB" also recognizes our roots—we were founded as the American Research Bureau.

Today, as an industry leader with a history of solid growth and innovation, Arbitron is pursuing a number of new initiatives in media and marketing research that give our employees tremendous opportunities to grow. Great ideas become business successes through a marriage of individual initiative and teamwork. There is no magic formula. We need both individual and team excellence in unlimited quantity, and we believe in rewarding both kinds of contributions when they produce results.

See what we have to offer at [www.arbitron.com](http://www.arbitron.com).

# Benefits and Services for You

## Available to everyone:

*Note: Benefits eligibility for part-time employees requires three months of service and working 20 hours or more per week.*

### Health and Wellness Benefits

- Medical
- Dental
- Vision

### Flexible Spending Accounts

- Health Care Spending Account—Pretax dollars set aside for health care expenses
- Dependent Care Account—Pretax dollars set aside for dependent care expenses; company match of 25% up to \$500

### Financial Security Benefits

- 401(k) (company match of \$0.50 on the dollar up to 6%, plus the potential of an annual performance match of up to \$0.30 on the dollar depending on company performance)
- Discount employee stock purchase program
- Direct deposit for paychecks and expense reimbursements
- Employee discounts, from car insurance to amusement parks
- Access to membership in a credit union
- Employee recruitment and referral program (earn between \$300 and \$3,000 per hire!)

### Lifebalance Benefits

- Ten paid holidays per year (including two personal holidays to use as you choose)
- Free master's-level Lifebalance consultants on call 24/7 for information and assistance on work and life issues from financial issues to pet care
- Lactation services and support for new parents
- Family and medical leave
- Paid funeral, jury duty and military service leave

### Continuous Learning

- On-site training, from seminars and computer-based training to classroom training

### Awards and Recognition

- Years-of-service awards at five-year increments, including a PDO increase at five years of service for full-time employees
- Values in Action Award recognizes individuals who exhibit and live the company values
- Employee Excellence awards
- Ongoing departmental awards and recognition
- Employee-to-employee recognition

### *If you're full time:*

#### Financial Security Benefits

- PDO cash-in option for up to five days to offset benefits contributions
- Short- and long-term disability coverage
- Personal Days Off (PDO) granted monthly
- Life insurance with optional dependent coverage
- Computer Ownership Assistance Program (COAP) provides interest-free loans to purchase home computer equipment

#### Lifebalance Benefits

- "Just-in-Case" program, with subsidies for emergency dependent care services
- Adoption subsidies up to \$5,000
- Paid parental leave

#### Continuous Learning

- Tuition assistance (\$3,000, plus 50% of anything above that with a \$5,000 cap)
- Opportunities to participate in strategy briefings and business meetings with top leadership and key customer groups on an ongoing basis

# Employment Application

## Tell us about yourself.

LAST NAME (PLEASE PRINT)		
FIRST NAME	INITIAL	
CURRENT MAILING ADDRESS		
CITY	STATE	ZIP
PERMANENT MAILING ADDRESS (IF DIFFERENT FROM CURRENT MAILING ADDRESS)		
CITY	STATE	ZIP
HOME PHONE	CELL PHONE	
E-MAIL ADDRESS:		
Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you now or in the future require sponsorship for employment visa status (e.g., H1-B)? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been convicted of a misdemeanor, a felony or convicted in a military court-martial? (Omit minor traffic violations.) <input type="checkbox"/> YES <input type="checkbox"/> NO <i>IF YES, EXPLANATION, DATES:</i>

## What position(s) are you applying for?

Your application will be kept on file for six months.

PLEASE LIST THE POSITION(S) YOU ARE APPLYING FOR.		
1.		
2.		
3.		
Your preferred schedule: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> 1st shift <input type="checkbox"/> 2nd shift <input type="checkbox"/> 3rd shift <input type="checkbox"/> Nonstandard work week	When can you start? ____/____/____	Could you relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No

Does anyone currently living in your household work for Arbitron? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, who?</i>
Does anyone in your family work for Arbitron? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, who?</i>
Have you ever worked for Arbitron? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, when?</i>

## How did you hear about the job?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Agency/Search Firm	<input type="checkbox"/> Family/Friend
<input type="checkbox"/> Web Site (specify): _____		
<input type="checkbox"/> Arbitron employee (specify): _____		
<input type="checkbox"/> Other source (specify): _____		

Protection and dissemination of personal information entered on the form shall be limited to the intended purpose of this form in accordance with the corporation's policies on protection or data privacy in employment records.

## People Deserve Equal Employment Opportunity

Arbitron's intent is to comply with all laws governing equal opportunity. This commitment extends to all applicants and employees, and to all aspects of the employment relationship. Arbitron does not discriminate in hiring or employment against any protected class. No question on this application is intended to secure information to be used for such discrimination. (M/F/D/V)

## Where did you go to school?

Highest level of education: \_\_\_\_\_  
Advanced education—College, university or vocational/technical (applicants may be asked to furnish transcripts of school or college work).

NAME OF INSTITUTION		
LOCATION		
GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE	MAJOR
PRIMARY AREAS OF STUDY		

NAME OF INSTITUTION		
LOCATION		
GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE	MAJOR
PRIMARY AREAS OF STUDY		

NAME OF INSTITUTION		
LOCATION		
Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE	MAJOR
PRIMARY AREAS OF STUDY		

List other courses or training you received that you feel would be useful in evaluating your qualifications for the position(s) you are seeking.

1.
2.
3.
4.
5.

*continued...*

## What is your background?

You may choose to attach a copy of your résumé. Please provide any of the information below that is not on your résumé. Please include volunteer and military experience.

PRESENT EMPLOYER (IF PRESENTLY EMPLOYED)		TYPE OF BUSINESS		DATE EMPLOYED	
ADDRESS		CITY		STATE	ZIP
MANAGER'S NAME	PHONE NUMBER	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Salary or Wage? _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Avg. Annual Earnings \$ _____	
WHAT ARE YOUR KEY RESPONSIBILITIES?					
WHY ARE YOU INTERESTED IN CHANGING JOBS?					

FIRST PREVIOUS EMPLOYER		TYPE OF BUSINESS		DATE EMPLOYED	
ADDRESS		CITY		STATE	ZIP
MANAGER'S NAME	PHONE NUMBER	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Salary or Wage? _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Avg. Annual Earnings \$ _____	
WHAT WERE YOUR KEY RESPONSIBILITIES?					
REASON FOR LEAVING?					

SECOND PREVIOUS EMPLOYER		TYPE OF BUSINESS		DATE EMPLOYED	
ADDRESS		CITY		STATE	ZIP
MANAGER'S NAME	PHONE NUMBER	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Salary or Wage? _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Annual	Avg. Annual Earnings \$ _____	
WHAT WERE YOUR KEY RESPONSIBILITIES?					
REASON FOR LEAVING?					

Please explain any significant gaps in employment.


## Tell us more...

Please list any activities, experiences, achievements or other special skills not mentioned elsewhere that relate to the position(s) for which you are applying (e.g., computer language, computer hardware, software packages, microcomputers, machine/equipment familiarity).


## Just so you know...

So that we can give you our full consideration for a job with Arbitron, it's important that you:

- Understand that we may verify the information that you have provided in this application—and that misrepresentation of the information could result in our retracting a job offer or, once you're hired, result in termination of employment.
- Authorize former employers or schools to provide needed information regarding your application (except where you have requested otherwise in this application).
- Understand and acknowledge Arbitron's commitment to providing a drug-free workplace. Arbitron uses a random chemical screening process for new employees. If you are offered a position, you may be randomly selected to complete and pass a standard chemical screening process prior to employment. In some limited cases, positions may require a mandatory background check/chemical screening. There may also be instances when the company must ask an employee to complete a chemical screening after employment. Employment is contingent upon successfully passing the required test. A drug-free workplace is important to us.
- Understand that we may require a physical evaluation or background check for some positions.
- Understand that if we offer you a position, we will ask that you read, acknowledge and abide by Arbitron's Internet policy, Employee Disclosure and Assignment Agreement and Arbitron's Code of Ethics as conditions of employment.
- Understand that Arbitron will send a confirmation letter to you acknowledging your verbal acceptance of our offer of employment. If you accept a position with the Company, you will be an at-will employee of Arbitron.
- Acknowledge that when we offer a position, we do so in writing. Conversations, meetings, materials or this application do not constitute an employment agreement.
- Understand that Arbitron is committed to a practice of employee feedback and development, and of progressive discipline. We understand that you can terminate your employment with Arbitron at any time, and that Arbitron has a similar right.

The above information is true and correct to the best of my knowledge, information and belief.

Please sign right here and let's get started! ▶

SIGNATURE	DATE
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