

Adobe Inc. Career Search and Resumé Submission Policy

Adobe Inc. is an equal opportunity employer and does not discriminate in hiring on the basis of any personal characteristic protected by law. This Career Search and Resumé Submission Policy summarizes Adobe's guidelines and procedures regarding the job application process and how Adobe uses the information you provide as part of the job application process.

Submission of information

This Policy covers any information you submit through our Adobe Career Opportunities website, including:

- Name, address, telephone number, email, and other contact information
- Log-in and password
- Resume/CV, cover letter, previous work experience, education, transcripts
- Reference contact information
- Position preferences, willingness to relocate, and salary expectations
- How you heard about Adobe

It is your responsibility to ensure the information you provide is accurate and truthful. Do not submit material that is obscene, harassing, defamatory to others, confidential information belonging to any other company or which otherwise infringes on the rights of any third party. If you list references, you must obtain each individuals' consent prior to passing their contact information to us.

Use of personal information

Adobe will use your information in order to fulfil its legitimate business interests in recruiting new talent and, at your request, to consider you for a contract of employment. Adobe will share your personal information with providers of IT systems and other vendors for this purpose and with the wider Adobe family of countries, including to countries outside the EU. More information about this and about your rights to access, rectify, erase or restrict Adobe's processing of your personal information, is available in Adobe's [Applicant Privacy Notice](#) or you can contact the Employee Resource Center by email at erc@adobe.com.

Disclosure of confidential information

Adobe does not request or wish to receive any confidential information, including any confidential information of third parties, such as your current or former employer. We assume no obligation, either express or implied, for any information disclosed by you through our Career Opportunities website and/or in any other communications between you and Adobe, including job interviews with Adobe representatives.

Accessing your information

You can access, review, and change the personal information you submitted using “My Profile” in our online job search tool. Your information will be retained so that we may consider you for other positions at Adobe, and we encourage you to update your personal information if it changes. Upon your request, we will remove your personal information from our databases; however, some information may be retained as permitted or required by law.

Diversity and equal employment opportunity

The diversity of ideas, backgrounds, and perspectives embodied by our employees is one of Adobe’s most valuable assets, greatest strengths, and key competitive advantages. Committed to expanding, strengthening, and leveraging the diversity of our workforce, our goal is to treat all employees with respect and integrity while valuing the differences and mirroring the diversity of the locations where we do business.

Adobe is an equal opportunity employer. We hire talented individuals, regardless of gender, race, ethnicity, ancestry, age, disability, sexual orientation, gender identity or expression, veteran status, cultural background or religious beliefs. We know that when our employees feel appreciated and included, they can be more creative, innovative and successful. This is what it means to be Adobe For All. Learn more about our vision [here](#). In addition, consistent with Adobe's culture and values, all employees are expected to treat one another in a manner that reflects dignity and respect.

In some countries we ask applicants to self-disclose on a voluntary basis on some of the personal characteristics listed above including for the purposes of compliance with reporting obligations or as required by applicable law. This information will be recorded and separated from your application before the selection process begins.

No offer of employment

This policy, your making an employment application, providing information, or otherwise engaging with Adobe’s Career Opportunities website, does not constitute an offer or promise of employment. Adobe may modify or eliminate any employment position, salary or compensation, and benefit plans described on our website in its sole discretion without any notice. Any employment offer made by Adobe as a result of submission of information through our Career Opportunities website is in accordance with the specific terms and conditions set forth in that offer, which may be different from the details described on our Career Opportunities website.

Changes to this Policy

Adobe may amend this Policy from time to time without notice. Any amendments to this Policy are effective as of the effective date indicated.

Contacting us

For questions regarding our Career Opportunities website and this Policy, please contact Adobe’s Employee Resources Center at erc@adobe.com.

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