

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

Acrobat
OUTSOURCING
We can help!

PLEASE PRINT

Full Name Michael Attanasio Date: _____

Home Telephone (908) 943-8836 Other Telephone () _____

Present Address 606 Madison Ave Elizabeth NJ 07201

Permanent Address, if different from present address: _____

Email Address MichaelAttanasio@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: _____

Are you currently registered with any staffing and/or employment agencies? If so, please list _____

Are you applying for:

Full-time work? Yes ☒ No _____ Part-time work? Yes _____ No _____

Temporary work, e.g., summer or holiday work? Yes _____ No _____

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☐ Name of Referral CAEglist Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Could you work overtime, if necessary? Yes ☒ No _____

If hired, on what date could you start working? ASAP

Please keep in mind that schedules and shifts may vary depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	9 AM	9 AM	9 AM	9 AM	9 AM	9 AM	9 AM
PM	close	close	close	close	close	close	close
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u>							

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes _____ No ☒ If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes _____ No ☒ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes _____ No ☒

If hired, can you present evidence of your legal right to live and work in this country? Yes _____ No ☒

State age if you are under 18 _____ If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No _____

Are you currently employed? Yes ☒ No ☐
 List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Name and Address of Employer: Essex County Courthouse Club
 Telephone No. (330) 840-9645
 Your Position and Duties: Caddy
 Dates of Employment: From 12/10 To END of SEASON
 Reason for Leaving: END of SEASON
 Name and Address of Employer: Campagnolo
 Telephone No. (51) 434-9427
 Supervisor's Name: Richie

EMPLOYMENT HISTORY

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE	DID YOU GRADUATE?
Colvin High	Colvin High MS	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."			
Are you computer literate? If so, list software knowledge under "Special."			
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."			
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."			
Special:			

EDUCATION & SKILLS

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Have you ever been convicted of a felony within the past ten years other than a conviction for marijuana possession or that resulted in a referral to, and participation in, any pretrial or post trial diversion program? (Please note that conviction of a crime is not an automatic bar to employment—all circumstances, including the nature, date and relevance of the offense to the position applied for will be considered.)

Yes ☒ No ☐
 Have any of these convictions as described above involved fraud, embezzlement, passing checks, forgery, and theft, including identity theft? If yes, please state the nature of the crime(s), when and where convicted, and disposition of the case(s). If yes, state nature of the crime(s), when and where convicted, and disposition of the case(s).

OUTSOURCING
 We can wait

Occupation: CADY MASTER Relationship: BOSS Number of Years Acquainted: 25
Address: CANFORD
Name: Jack
Occupation: CADY MASTER Relationship: BOSS Number of Years Acquainted: 4
Address: WEST ORANGE Telephone No. (908) 207-1866
Name: Ken Choke Relationship: Friend Number of Years Acquainted: 5
Occupation: SEWER Relationship: Friend Telephone No. (330) 840-9645
Address: 23 Red Court Telephone No. (908) 351-8832
Name: MALVINE Relationship: Friend Number of Years Acquainted: 5
Address: LOT 2 Telephone No. (908) 351-8832

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.
If so, describe: _____
Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No _____

MILITARY SERVICE

Have you ever been fired from any previous place of employment? If so, please explain: _____

Reason for Leaving: _____
Dates of Employment: From _____ To _____
Your Position and Duties: _____
Type of Business: _____
Name and Address of Employer: _____
Supervisor's Name: _____
Telephone No. () _____
Weekly Pay: Starting _____ Ending _____
Reason for Leaving: _____
Dates of Employment: From _____ To _____
Your Position and Duties: _____
Type of Business: _____
Name and Address of Employer: _____
Supervisor's Name: _____
Telephone No. () _____
Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____
Dates of Employment: From _____ To _____
Your Position and Duties: _____
Type of Business: _____
Name and Address of Employer: _____
Supervisor's Name: _____
Telephone No. () _____
Weekly Pay: Starting _____ Ending _____
Reason for Leaving: _____
Dates of Employment: From _____ To _____
Your Position and Duties: _____
Type of Business: _____
Name and Address of Employer: _____
Supervisor's Name: _____
Telephone No. () _____
Weekly Pay: Starting _____ Ending _____

PROBET
OUTREACHING
THE LAW

SERVER

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations are binding on the company unless made in writing and signed by a representative.

During any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Mr. Jack O'Brien Date 11/24/14

Marriott Employment Acknowledgment

1. I understand that I am an employee of Company and am on assignment with, but not an employee of Marriott International, Inc. or any of Marriott's subsidiaries ("Marriott").
2. I understand that Company, not Marriott, will determine and communicate my pay rate to me, as well as any information about benefits to which I may be entitled from Company.
3. I understand that I will receive a paycheck from Company, not Marriott, and that this paycheck may be picked up at or distributed by Company.
4. I understand that as a Company employee, I am not eligible to participate in any benefit plans, policies, or programs established or administered by Marriott, including, among other things, vacation, holiday pay, health or life insurance, profit sharing, or stock purchase plans.
5. I waive any right or claim to participate in or receive benefits from Marriott for any time period during which I am an employee of Company.
6. I understand that any issues, concerns, or grievances relating to my assignment with Marriott should be addressed to Company.
7. I understand that Company will handle routine personnel matters, such as reference and credit checks. There will be no common personnel records between Company and Marriott.

I have read and understand the above policies and guidelines.

Employee of Company's Signature

Michael Ottaviano

Date

02/28/17

I hereby acknowledge and agree to the following:

INFORMATION PROTECTION AND CONFIDENTIALITY

As part of my assignment I will be given access to information about Marriott International, Inc. or any of Marriott's subsidiaries ("Marriott") and its business, in a variety of formats (paper, electronic, oral communications). This information, other than that which is already publicly available, is proprietary and confidential to Marriott and I am responsible for keeping it confidential. I will not reproduce, disclose, or distribute Marriott information in any way unless I am instructed to do so by a Marriott manager or supervisor. I may only use Marriott information to perform work at Marriott, and for no other purpose. As is the case for Marriott associates, my access and use of Marriott computer resources may be monitored by Marriott at any time, with or without notice, and shall not in any way be deemed to be private or personal to me.

USE OF MARRIOTT'S SYSTEMS

When using Marriott's e-mail and Internet access capabilities, I will abide by the following:

* The Internet is provided for business use. Inappropriate and offensive sites, such as those containing or promoting sexually explicit content, gambling, hate speech or criminal activity should never be accessed in the workplace or through the use of Marriott computers and computing resources.

* E-mail messages may be required to be disclosed in legal proceedings and should be composed with dignity and care, as should all documents written on Marriott's behalf.

* Marriott's non-solicitation guidelines state that e-mail may not be used to communicate advertisements, commercial announcements or solicitations for membership or subscriptions from any public or private enterprises.

* Think before you send! Any message that is sent can be misdirected or easily forwarded to someone else without consent. Special care should be taken when communicating sensitive or confidential information to ensure that it is appropriate for the intended recipients to be privy to the information being sent.

* A message should never be sent if it could be perceived as offensive by another. Derogatory expressions should never be used. (Examples include jokes, slogans, cartoons or other material of an offensive nature related to a person's race, color, national origin, sex, religion, sexual orientation, age, disability or veteran status.)

* E-mail chain letters should not be sent or forwarded. These letters are not only annoying, they add unnecessarily to an already high volume of e-mail traffic.

* Messages should be distributed only to those who will benefit from it. When posting a message to an e-mail bulletin board or public folder, remember that everyone can view it.

* E-mail attachments from unknown senders should not be downloaded or opened. If a virus is suspected or known to be in a file, the file should not be opened or forwarded. IR Systems Support should be contacted immediately at 240-632-6000 to report the problem.

* Software should not be installed on a Marriott computer or network without the express consent of the Marriott Technology Management Center (TMC) at 301-380-3407.

Independent Contractor

I am and shall remain an employee of my employer while performing services for Marriott. I am not and shall not be deemed to be an employee of Marriott or its subsidiaries or affiliates for any purpose, and acknowledge and agree that I am not eligible for employment benefits of any kind with Marriott, including workers compensation, pay and other benefits. I do not have and shall not have the right to bind Marriott by any representation, promise, contract, or other act or omission.

No Right or License

Nothing in this acknowledgement will be construed to grant any right or license to me or my employer with respect to data or information disclosed by Marriott, or any patent, trademark, copyright, trade secret, or other intellectual property right owned, held or controlled by Marriott. As between me, my employer and Marriott, all rights (including the right to reproduce, distribute, extract, or disclose to other persons or entities), title, and interest in and to any such data, information and intellectual property belong exclusively to and shall remain exclusively with Marriott.

Ownership of Work

I agree that all rights, title and interest (including but not limited to copyright and patent rights) in all work, products (including without limitation marks; computer programs and documentation; photographs; logos; designs; drawings; artistic and graphical works; reports; data; information; other works of authorship; and inventions, if any) made by me or my employer, or its suppliers or contractors, during performance of services for Marriott (all such works hereinafter "Work Products") will be as set forth in the agreement between my employer and Marriott. I will not assert any rights in the Work Product inconsistent with any such agreement and hereby assign any rights I have in such Work Products as necessary to give effect to such agreement. If no such agreement exists, or if such agreement does not cover intellectual property rights, I hereby assign any such rights to Marriott. Marriott may register, record, and otherwise perfect title to and ownership of all Work Products in Marriott's own name. I agree to execute such documents, and otherwise provide such assistance, as Marriott may reasonably request, at Marriott's expense, to accomplish the purposes of this paragraph.

By signing the first page of this document I certify that I have read and understand all the information contained in this acknowledgement and that I agree to comply with its provisions. I recognize that if I fail to comply with this agreement, Marriott may terminate its relationship with my employer and me and exercise other legal remedies to protect its rights.

Employee of Company's Signature



Date

02/28/17

BACKGROUND SCREENING REPORT

Prepared for: Acrobot Outsourcing

6240 Box Springs Blvd. Ste B
Riverside, CA 92507
1-800-547-0263



Subject Information:

Requestor Information:

Subject: Attanasio, Michael
DOB: 01/31/XXXX
Social Security Number: XXX-XX-8798
Order Number(s): 82536
Order Date: November 24, 2014 02:14 PM
Package Name(s): Comprehensive Sodexo SmartPak
Address: 606 MADISON AVE
Elizabeth, NJ 07201
USA

Requestor Name: Anthony Perdigao
Requestor Userid: acroout/apacroout
Requestor Phone: 908-325-6752
Requestor Email: anthony@acrobatoutsourcing.com

Report Summary Information:

Component	Status
County Criminal History in UNION county New Jersey (7 years) for Michael Attanasio, page 3	COMPLETE-clear
Social Security Number (SSN) Check for Michael Attanasio, page 3	COMPLETE-clear
SmartPak to criminal Tyr for Michael Attanasio, page 3	COMPLETE-clear
Sex Offender Registry (nationwide) (NSOR) for Michael Attanasio, page 3	COMPLETE-clear
Add up to 2 AKAs, page 3	COMPLETE-clear

Notice : The information provided is a consumer report as defined in the federal Fair Credit Reporting Act [15 U.S.C. 1681-1681u]. It contains confidential information on the individual named. It is submitted to the conditions contained in your Subscriber Agreement with USAFact, Inc. and may be used solely as a factor in evaluating the named individual for property renting/leasing, employment, promotion, reassignment or retention as an employee. USAFact, Inc. maintains strict procedures designed to insure that the information is complete and up to date. While the information furnished is from reliable sources, its accuracy is not guaranteed. Proper use of this report and final verification of the named individual's identity is your sole responsibility. If any adverse action is taken based in whole or in part on this consumer report, a copy of this report and a summary of the consumer's rights must be provided to the consumer prior to taking adverse action.





County Criminal History in UNION county New Jersey (7 years) for Michael Attanasio -clear :

Search Type : Felony Including Misdemeanor
No Records Found

Social Security Number (SSN) Check for Michael Attanasio -clear :

SSN is valid.
Issued in New Jersey
Issued between 1979 and 1981

SmartPak to criminal 7yr for Michael Attanasio -clear :

Ordered searches in the following jurisdictions :
UNION, NJ

TRANSMUNION ID REPORT

<FOR> (I) P 1A1000136 USA-FACT, IN
<SUB NAME> 17 NJ
<MKT SUB> 11/14
<INFIL> 11/24/14
<DATE> 15:14CT
<TIME>
<SUBJECT> 145-68-8798
<SSN>
ATTANASIO, MICHAEL
<CURRENT ADDRESS> 606 MADISON AV., ELIZABETH NJ. 07201
11/14
<DATE RPTD>

S P E C I A L M E S S A G E S
NO SUBJECT FOUND
***** 0000 INQUIRIES ON FILE ***

ID REPORT SERVICED BY:

TRANSMUNION
2 BALDWIN PLACE, P. O. BOX 1000, CHESTER, PA. 19022
800-888-4213

END OF TRANSMUNION REPORT

Sex Offender Registry (nationwide) (NSOR) for Michael Attanasio -clear :

No Records Found

Add up to 2 AKAs -clear :

No Records Found

Name _____

Servers Test

Score / 35

Multiple Choice

1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- d) All of the above

6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

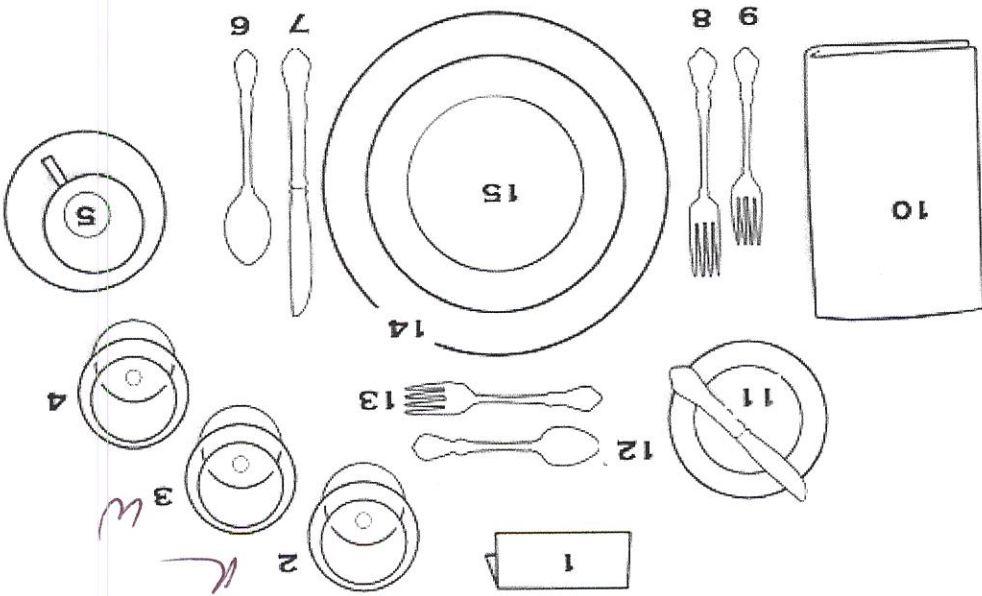
Match the Correct Vocabulary

- | | | | | | | |
|--|--|---|-------------------------------------|--|------------------------------|---|
| Scullery | Queen Mary | Chaffing Dish | French Passing | Russian Service | Corkscrew | Tray Jack |
| Metal buffet device used to keep food warm by heating it over warmed water | Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) | Used to hold a large tray on the dining floor | Area for dirty dishware and glasses | Large metal shelving unit for prepared food to be held or for dirty trays to be stored | Used to open bottles of wine | Style of dining in which the courses come out one at a time |

Servers Test

Name _____

Score / 35



Match the Number to the Correct Vocabulary

8	Dinner Fork	1	Bread Plate and Knife
5	Tea or Coffee Cup and Saucer	2	Name Place Card
7	Dinner Knife	3	Teaspoon
3	Wine Glass (Red)	4	Dessert Fork
9	Salad Fork	5	Soup Spoon
14	Service Plate	6	Salad Plate
2	Wine Glass (White)	7	Water Glass

Fill in the Blank

- The utensils are placed _____ inch(es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream/Sugar, Hot water
- Synchronized service is when: every table is served at once/cleaned up
- What is generally indicated on the name placard other than the name? Room of Party
- The Protein on a plate is typically served at what hour on the clock? 3
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Tell the CAP?

Name: Michael Attanasio

What is your means of transportation?

Car _____
Public Transit _____
Occasional Car _____

Are you interested in carpool?

Rider _____
Driver _____

What is your work interest?

Full Time _____
Part Time _____

Same Day _____

Not interested _____

Please select the uniforms you own:

Black Vest _____
Bowtie _____
Black Bistro _____
White Bistro _____
Business Casual _____
Business Professional _____
Chef Knives _____
Chef Whites _____

Please select the areas in which you have at least 6 mos. professional experience:

Corporate Kitchen _____
DW/Porter/Utility _____
Captain/Manager _____
Office Help _____
Fine Dining _____
Catering/Banquet _____
Food Demonstrator _____
Housekeeping _____
Conventions/Event _____
Restaurant/Café _____
Warehouse/Utility _____
Stadium/Arena _____

Please select the areas where you are willing to work:

New Jersey - North _____
New Jersey - South _____
New Jersey - Central _____
New Jersey - Jersey Shore _____

Are you fluent in any other languages? (please list)

Are you familiar with any POS systems? (please list: i.e., ALOHA, MICROS, SQUIRREL)

How did you hear about Acrobat Outsourcing?

CR12/12/12

Emergency Contact: (must complete)

Name: Markus Lutz

Phone: 908-351-8833

Relationship: Gal

New Hire Acknowledgement Form

For Employer

- ☐ Additional Information Sheet
- ☐ Application
- ☐ I-9
- ☐ W-4
- ☐ Offer Letter
- ☐ Background Authorization Release
- ☐ Sexual Harassment Prevention Policy
- ☐ Global Gold Card / Direct Deposit Form
- ☐ Designation of Personal Physician/Emergency Contact Form
- ☐ Confidentiality & Non-Disclosure Agreement
- ☐ Labor Code Section 2810.5

For Employee

- ☐ New Hire Orientation Manual
- ☐ Workers' Compensation Pamphlet
- ☐ Sexual Harassment Pamphlet
- ☐ California Disability Insurance Pamphlet
- ☐ California Paid Family Leave Pamphlet
- ☐ Unemployment (For Your Benefit) Pamphlet
- ☐ Safety & Sanitation Guidelines

Inform

- ☐ State & Federal Poster
- ☐ Minimum Wage Poster
- ☐ Wage Order Poster

All of these items have been explained to me:

Rev 7/

Print Name

Michelle Armasio

Signature

Michelle Armasio

Date

11/24/14

Date 11/24/2014

Name Michael
Address _____

Shirley

Offer Letter & Acknowledgment

Acrobat Outsourcing is pleased to offer you a position as:

Serve

- Position at the rate(s) of \$ 11.00 per hour starting on 11/24/2014.

This offer is contingent upon satisfactory completion of the background check process. By accepting this offer, you also agree to comply with the policies set forth by the company and acknowledge the guidelines that are shared with you at the time of hire.

ACCEPT Job Offer

By signing and dating this letter below, I, Michael ATTANASIO, accept this job offer of _____ by Acrobat Outsourcing.

Signature Michael Attanasio
Date 11/24/14

OR

DECLINE Job Offer

By signing and dating this letter below, I, _____, accept this job offer of _____ by Acrobat Outsourcing.

Signature _____
Date _____

By accepting a job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment. Your employment is at will and either Acrobat Outsourcing or you may terminate the relationship with or without cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses is a requirement of employment and you agree to report such injuries and/or illnesses as requested. Acrobat Outsourcing reserves the right to change the hours, wages, and working conditions at any time based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager contact Acrobat Outsourcing.

Unlawful Harassment and Sexual Harassment Policy

Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner, age, sexual orientation, gender identity or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful.

Acrobat Outsourcing anti-harassment policy applies to all persons involved in the orientation of Acrobat supervisors, coworkers and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, swearing or cursing, slurs or unwanted sexual advances, invitations, or comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, e-mails or invitations;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Prolonged staring or leering which might be construed as sexual or threatening in nature;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return of sexual favors;
- Intimidation, and objectionable conduct directed at another person;
- Stalking, electronic communications harassment, impeding a person's movement, sexual battery or other improper activities as provide for under state criminal law;
- On-line harassment such as e-mail or attachments, materials posted about a person, chat room discussions, and viewing/downloading of on-line pornography, sexual offensive material, or discriminating materials;
- Suggestive or obscene clothing, to include designs and printed matter;
- Suggestive or obscene tattoos and body art, suggestive or obscene piercing, and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint or speak to any Company supervisor or the Human Resources Department as soon as possible after the incident. Your

complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the Human Resources Department. Acrobat Outsourcing will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If Acrobat Outsourcing determines the unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Acrobat Outsourcing to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A company representative will advise all parties concerned of the results of the investigation. Acrobat Outsourcing will not be retaliation by you or any witness for filling a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

Acrobat Outsourcing encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigates and prosecute complaints of prohibited harassment employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate State or federal agency.

It is imperative, once the investigation is stated that all involved employees including witnesses and the allege perpetrator completely and honestly assist the investigation. This would include, but not limited to, providing honest and accurate statements, being available for interviews, and assisting in the successful completion of the investigation. Failure to do so on any involved employee's party may be cause for disciplinary action, up to and including termination.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. *All such harassment is unlawful.* Presidio Financial Partners anti-harassment policy applies to all persons involved in the operations of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawful harassment by any other employee, including supervisors and coworkers.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment that is free of unlawful harassment. Presidio Financial Partners anti-harassment policy applies to all persons involved in the operation of Acrobat Outsourcing and prohibits unlawful harassment by any employees.

Employee Signature

Print Name

Date

Michael Atkinson

Michael Atkinson

11/24/14

Confidentiality and Non-Disclosure Agreement

I, the undersigned employee, understand that in the course of my employment with Acrobat Outsourcing, I may have access to and become acquainted with information of a confidential, proprietary or secret nature which is or may be either applicable or related to the present or future business of Acrobat Outsourcing, its research and development, or the business of its customers. Such trade secret information includes, but is not limited to, software, inventions, processes, compilations of information, records, specifications and information concerning customers and/or vendors.

I agree that I will not disclose any of the above mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of my employment or at any time thereafter, except as required in the course of my employment with Acrobat Outsourcing.

I also understand that client lists of Acrobat Outsourcing, for which I have, or may have, access to during my employment, are trade secrets and shall be solely the property of Acrobat Outsourcing. I agree that I shall neither directly nor indirectly solicit business as to products or services competitive with those of [Acrobat Outsourcing] based on information from the client lists.

Finally, I understand that I am an at-will employee of Acrobat Outsourcing and that this agreement is not to be construed as constituting a promise of continued employment.

<u>Michael</u> Name of Employee (Please Print) <u>11/24/14</u> Date	<u>Anthony Ludwig</u> Signature of Employee <u>Anthony Ludwig</u> Name of Witness (Please Print) <u>11/24/14</u> Date	<u>[Signature]</u> Signature of Witness
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DISCLOSURE AND AUTHORIZATION
[IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]
DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Acrobat Outsourcing ("the Company") may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by USAFact, 6240 Box Springs Blvd., Riverside, CA 92507, 800.547.0263, www.usafact.com, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Acrobat Outsourcing to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Acrobat Outsourcing by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by Acrobat Outsourcing and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer that the Company has not maintained secured records will be provided upon request.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by USAFact, 6240 Box Springs Blvd., Riverside, CA 92507, 800.547.0263, www.usafact.com, another outside organization acting on behalf of USAFact and/or COMPANYNAME itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: You also acknowledge receipt of Article 23-A of the New York Correction Law.
California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.

I understand that this agreement is being executed with an electronic signature and that by signing below, I am consenting to use electronic records for this transaction.

Signature: _____
Date: 11/24/14

Designation of Personal Physician

I, _____, hereby inform my employer, Acrobat Outsourcing, and its Workers' Compensation carrier, Arch Insurance Group, of my intent to seek treatment from my designated person physician for all Workers' Compensation-related injuries or illnesses.

My designated personal physician for treatment of Workers' Compensation-related claims is:

Name: _____
Practice Group, if any: _____
Address: _____
City/State/Zip: _____
Telephone: _____

This designation remains in effect until I execute and deliver a new designation or revocation in accordance with the policies of my employer and its Workers' Compensation carrier.

Name _____
Date _____

ABSENTEEISM AND TARDINESS POLICY

All Acrobat Outsourcing employees are expected to be at their client site prepared to work at the scheduled time. Regardless of the reason, absenteeism and tardiness are subject to disciplinary action.

Absenteeism: is defined as failure to report for work without prior approval of the Acrobat Outsourcing Staffing Supervisor

Tardiness: is defined as arriving late for work or returning late from breaks/meals, or early departure from work



Calling off/Absent

If you are not able to make it to your scheduled shift, you are required to give us 24-hour notice for a cancellation.

Illness

If you are sick, you are required to contact your Staffing Manager at Acrobat Outsourcing no less than 3 hours before your scheduled shift.

NO CALL/NO SHOW

Grounds for automatic termination



First Occurrence:

- o Employee receives verbal counseling from Staffing Manager.

Second Occurrence

- o Employee will receive a written counseling form and placed on suspension. Any additional occurrences may result in further disciplinary action.

Employee Signature

[Handwritten Signature]

Date

11/24/14

Form W-4 (2014)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes. Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2014 expires February 17, 2015. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- is age 65 or older,
- is blind, or
- will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonresident alien. If you are a nonresident alien, before completing this form, see Notice 1392, Supplemental Form W-4 instructions for Nonresident Aliens, below.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2014. See Pub. 505, especially if your earnings exceed \$130,000 (single) or \$180,000 (married). Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w-4.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent.

B Enter "1" if:

- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.

C Enter "1" for your spouse. But, you may choose to enter "0" if you are married and have either a working spouse or more than one job. (Entering "0" may help you avoid having too little tax withheld.)

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return.

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above).

F (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.

H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.)

I If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheets on page 2.

J If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.

K If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Employee's Withholding Allowance Certificate

1 Your first name and middle initial: Michael
2 Home address (number and street or rural route): 606 Madison Ave
3 City or town, state, and ZIP code: Elizabeth NJ 07208
4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ☐ **5** If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ☐

6 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2): 1
7 Additional amount, if any, you want withheld from each paycheck: 0
8 If you meet both conditions, write "Exempt" here. ☐ **9** If you expect a refund of all federal income tax withheld because you had no tax liability, and this year I expect a refund of all federal income tax withheld because I expect to have no tax liability. ☐

9 Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete. (This form is not valid unless you sign it.) Michael
10 Employer's name and address (Employer. Complete lines 8 and 10 only if sending to the IRS.) Michael
11 Employer identification number (EIN) 11/24/14
12 Office code (optional) 10
13 Date 11/24/14

IMAGE RELEASE FORM

I hereby grant Acrobat Outsourcing, its representatives, agents and or employees the right to take photographs of me in connection with my employment with Acrobat Outsourcing for internal use and identification purposes.

I am 18 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

(Signature) *Michael Attanasio*
(Printed or Typed Name) Michael Attanasio
Address 606 MADISON AVE ELIZAS

(Date) 11/24/14
Phone 908-943-8836
City, State, Zip Code Elizabeth NJ 07201

Case Verification Number: 2014328151247YW

Case Information:

Employee Information:	
Last Name:	Atanasio
Middle Initial:	
Social Security Number:	*** ** 8798
Citizenship Status:	A citizen of the United States
Document Information:	
List B Document:	ID card issued by a U.S. federal, state or local government agency
Alien Number:	
Additional Information:	
Hire Date:	11/24/2014
Three-Day Rule Reason:	APER6342
Submitted By:	
Initial Case Result:	
Case Result:	Employment Authorized

Employee Referred to SSA:

Referred By:	Referred On:
Case Result from SSA (after SSA Tentative Nonconfirmation):	
Case Result:	Response Date:

Resubmitted to SSA (after Review and Update Employee Data):

Last Name:	First Name:
Middle Initial:	Other Names Used:
Social Security Number:	Date of Birth:
Resubmitted By:	Resubmitted On:

Case Result from SSA (after Resubmission):

Case Result:

Request Name Review:

Comments:	Submitted By:
Submitted On:	

Case Result from DHS (after DHS Verification in Process):

Case Result:	Response Date:
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Employee Referred to DHS:

Referred By:	Referred On:
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Case Result from DHS (after DHS Tentative Nonconfirmation):

Case Result:	Response Date:
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Photo Matching Results:

Determination:

Employee Referred to DHS (Additional):

Referred By:	Referred On:
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Case Result from DHS (after Additional DHS Tentative Nonconfirmation):

Case Result:

Response Date:

Case Closure:

Closure Statement:

The employee continues to work for the employer after receiving an Employment Authorized result.
APER6342
Closed On: 11/24/2014

SENSITIVE BUT UNCLASSIFIED