

Employment Application

816-501-9067

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.

PLEASE PRINT

Full Name Jessira Lane Taylor Date: 10-13-16
 Home Telephone (916) 893-6517 Other Telephone (916) 752-6373
 Present Address 5636 Vista Ave Sacramento CA 95826
 Permanent Address, if different from present address: _____
 Email Address jesslanetay@gmail.com

EMPLOYMENT DESIRED

Position applying for: open Salary desired: open

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

No

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐

Temporary work, e.g., summer or holiday work? Yes ☒ No ☐ From: open To: open

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

Referral ☒ Name of Referral Monica Lugo Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? 10-13-16

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

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>open</u>	<u>open</u>	<u>mornings/</u>	<u>open</u>	<u>evening</u>	<u>open</u>	<u>open</u>
PM	<u>open</u>	<u>open</u>	<u>evenings/</u>	<u>open</u>	<u>evening</u>	<u>open</u>	<u>open</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

No

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 ☐

Acrobat

outsourcing

Your Hospitality Staffing Professionals

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.) _____

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Tolson Lake College	Tolson, CA	none yet	Not yet
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> NO
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."		<input checked="" type="radio"/> YES	NO
Special: I have worked customer service my whole life from deli service to cashier to care providing.			

EMPLOYMENT HISTORY

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.

Are you currently employed? Yes ___ No ☒ If so, may we contact your current employer? Yes ___ No ___

Name and Address of Employer Blue Shield of CA El Dorado Hills, CA

Type of Business Insurance Telephone No. () Supervisor's Name

Your Position and Duties I was Customer Service Concierge
I went over and beyond for the clients.

Dates of Employment: From Jan, 2014 To May 2014 Weekly Pay: Starting \$16.75 Ending \$16.75

Reason for Leaving: I moved away with my family.

Name and Address of Employer Harlow's Help @ Home Placerville, CA

Type of Business Care Provider Telephone No. () Supervisor's Name

Your Position and Duties I was a care provider for the elderly.
I did all necessary duties for my clients.

Dates of Employment: From 2013 To 2014 Weekly Pay: Starting \$10.00+ Ending \$10.00+

Reason for Leaving: I got hired onto Blue Shield

Name and Address of Employer A Helping Hand Palack Pines, CA

Acrobat

outsourcing

Your Hospitality Staffing Professionals

Type of Business care providing Telephone No. () Supervisor's Name
Your Position and Duties I did all necessary duties to maintain a healthy active life for elderly to live alone.
Dates of Employment: From 2011 To 2013 Weekly Pay: Starting \$10-15+ Ending \$10-15+
Reason for Leaving: Hired onto Harlow's Help@Home
Name and Address of Employer DST Outfit El Dorado Hills, CA
Type of Business mailing/packaging Telephone No. () Supervisor's Name
Your Position and Duties I packaged and mailed off packages for "AAA" and "Charles Schwab".
Dates of Employment: From 2010 To 2011 Weekly Pay: Starting \$15.00 Ending \$15.00
Reason for Leaving: Schooling
Have you ever been fired from any previous place of employment? If so, please explain: No

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?
If so, describe: _____

Yes ☐ No ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Janet Lomas Telephone No. (530) 401-8706
Address 4084 Main St. Greenwood CA
Occupation: Teacher Relationship: Friend Number of Years Acquainted: 10
Name: Kimberly Payne Telephone No. (916) 305-6822
Address North Highlands CA
Occupation: Chef Relationship: Friend Number of Years Acquainted: 15
Name: Emi Del Valle Telephone No. (916) 718-5754
Address 8712 Sutters Road Sacramento CA 95827
Occupation: HR Medical Relationship: Friend Number of Years Acquainted: 18

Please Read Carefully, Initial Each Paragraph and Sign Below

XJT 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.

XJT 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.

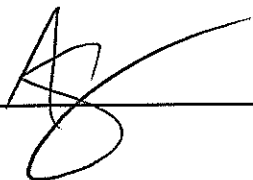
XJT I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

XJT I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

XJT 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 contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

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

Applicant's Signature



Date

10-13-16