

Please Read Carefully, Initial Each Paragraph and Sign Below

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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.

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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.

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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.

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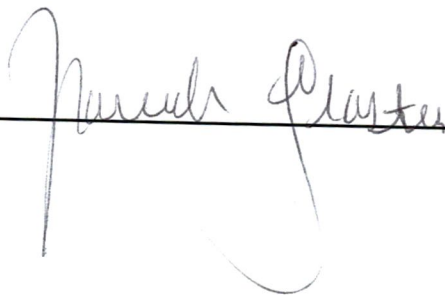
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

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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

08-24-2017

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outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties Administer medication, hospitalization needs, recreation, Safety Plans, etc

Dates of Employment: From May 15 To Aug 16 Weekly Pay: Starting \$15/hr Ending \$15/hr

Reason for Leaving: Relocation

Name and Address of Employer Mellow Mushroom Restaurant

Type of Business Restaurant/bar Telephone No. (202) 270 8652 Supervisor's Name Pooja Meta

Your Position and Duties Assistant Manager - interview candidates FOH, hire, train new employees, make schedule, approve/deny time off

Dates of Employment: From Oct 13 To Dec 15 Weekly Pay: Starting \$37,000/yr Ending

Reason for Leaving: Relocation

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? Yes ☐ No ☒
If so, describe:

JOB RELATED REFERENCES

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

Name: John Dickling Telephone No. (619) 995 7422

Address Holiday Inn (Alexandria, VA)

Occupation: General Manager Relationship: Supervisor Number of Years Acquainted: 4

Name: Jamie Conley Telephone No. (619) 865 9902

Address Pathways catalyst (SD)

Occupation: Office manager Relationship: Supervisor Number of Years Acquainted: 1

Name: Pooja Meta Telephone No. (202) 270 8652

Address Mellow Mushroom (DC)

Occupation: owner Relationship: Supervisor Number of Years Acquainted: 4

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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.) _____

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Oakland Catholic	Pittsburgh, PA	Diploma	✓
University of Pittsburgh	Pittsburgh, PA	BA Sociology	✓
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	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."		YES	NO
Special:			

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 Fred Astaire Dance Studio

Type of Business Dance School **Telephone No.** (859) 829 9500 **Supervisor's Name** Joey Fusina

Your Position and Duties Office Manager - Filing, Faxing, Shipping, Scheduling, Phone Calls, greeting

Dates of Employment: From Aug 16' To Feb 16' **Weekly Pay:** Starting \$16/hr Ending \$16/hr

Reason for Leaving: Overwhelmed with 2 fulltime jobs

Name and Address of Employer Pathways Catalyst

Type of Business Mental Health **Telephone No.** (859) 800-0460 **Supervisor's Name** Jamie Carley

Your Position and Duties Employment Specialist - Assess clients needs, Screen & build resume, Find employment based off skills

Dates of Employment: From Aug 16' To Aug 17' **Weekly Pay:** Starting \$16.00/hr Ending \$16.00/hr

Reason for Leaving: Career Change

Name and Address of Employer Residential manager - Settlement Home for children

Type of Business Foster Care **Telephone No.** (512) 836-2150 **Supervisor's Name** Jessica May

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.

PLEASE PRINT

Full Name Naimah Giosier Date: 08-24-2017
Home Telephone (619) 737 6885 Other Telephone () _____
Present Address 3735 Swift Ave San Diego, CA 92104
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: Administrative Assistant Salary desired: \$16.50/hr

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: _____ To: _____

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

Referral ☐ Name of Referral Craigslist 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? _____

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	X	Any	Any	Any	Any	Any	Any
PM	X	Any	Any	Any	Any	Any	Any

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

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 ☐