

## Employment Application

816-501-8067

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.

Full Name Darby Nadeau Date: 08/20/18  
 Home Telephone ( ) Other Telephone (831) 332 0045  
 Present Address 2238 21st Ave Oakland, CA 94606  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address darbynadeau@gmail.com

Position applying for: Dreamforce Event Staff Salary desired: \$16.25/hr

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  From: \_\_\_\_\_ To: \_\_\_\_\_

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

Referral  Name of Referral \_\_\_\_\_ 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? 08/24/18

**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	8 -	8 -	8 -	8 -	8 -	8 -	8 -
PM							

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

10/11/18 - 10/14/18

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

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.

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
VCSC	Santa Cruz, CA	Bachelor's	Yes
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: MS Office, Google Apps, Salesforce, etc.			

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** New Teacher Center

Type of Business Nonprofit Telephone No. (831) 600 2200 Supervisor's Name Alen Plicanic

Your Position and Duties Business Analyst, maintenance of business systems

Dates of Employment: From 06/2010 To 09/2017 Weekly Pay: Starting 200 Ending 1000

Reason for Leaving: Laid Off

**Name and Address of Employer** \_\_\_\_\_

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

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Name and Address of Employer** \_\_\_\_\_

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

Your Position and Duties \_\_\_\_\_

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

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

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: No

Have you obtained any special skills or abilities as the result of service in the military? Yes        No ✓  
If so, describe: \_\_\_\_\_

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

Name: Andrew Kim Telephone No. (213) 760 2389

Address: 1499 Darwin St, Senside, CA 93955

Occupation: Diver / Fisherman Relationship: Friend Number of Years Acquainted: 14

Name: Danny Lewis Telephone No. (818) 264 8204

Address: 2238 21st Ave, Oakland, CA 94606

Occupation: EMT Relationship: Friend Number of Years Acquainted: 8

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_)

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

DN

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.

DN

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.

DN

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.

DN

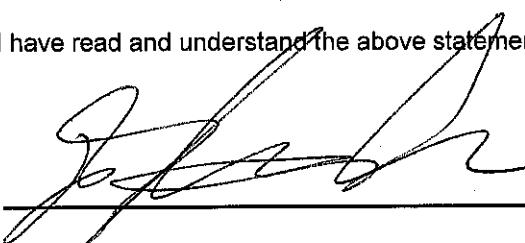
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

DN

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 08/20/18

**Darby Nadeau**  
IT Systems Specialist / ERP Analyst  
831.332.0045 | [darbynadeau@gmail.com](mailto:darbynadeau@gmail.com)

IT and Operations professional with seven years of experience in the nonprofit sector, working and communicating with key stakeholders to implement and enhance business systems.

### **Skills & Expertise**

- NetSuite Implementation and Administration (5 years)
- Salesforce Implementation and Administration (2 years)
- Data Transformation / ETL
- Reporting / Visualizations

### **Experience**

**New Teacher Center | Santa Cruz, CA**  
IT Systems Specialist / ERP Analyst (2010-2017)

Worked in a variety of cross-functional teams to implement, administrate, and enhance IT, Operations, and Sales applications

- Implementation of enterprise business solutions including NetSuite and Salesforce
  - Worked closely with NetSuite and key stakeholders to ensure a smooth implementation of the system across the organization, from requirements gathering to implementation of process flows to end-user training
  - Facilitated communication between process owners and NetSuite, and ensured deliverables were met through implementation and enhancement projects
- Retirement of legacy systems, including data export and transformation
- Ongoing maintenance and enhancement of business systems
- Development of custom Event Management application and onsite support for events

NetSuite Administration

- Daily administrative tasks: created and modified custom roles and permissions, created and maintained custom workflows for business processes, merged and deleted records, etc.
- Built and customized Reports and Saved Searches for the entire organization, with a focus on dashboards, email notifications, mass updates, and general requests for data from users
- Worked with all members of the Business Office to implement and optimize their process flows and UI (AP, AR, Payroll, CFO)



- Managed multiple integrations with the NetSuite platform, including Salesforce, Concur, Okta, and Google Apps
- Trained all users on use and management of the NetSuite platform with a focus on general best practices, and maintained an Intranet site that housed all training materials
- Tested new functionality, researched system enhancements, proposed improvements, and implemented them
- Worked weekly with NetSuite Support to troubleshoot issues, identify system defects, and file enhancement requests

## **Education**

**Bachelor's Degree, Economics | UCSC | 2011**



**Cashier Test**

**Score / 15**

B 1) A roll of quarters is worth?  
 a) \$5.00  
 b) \$10.00  
 c) \$15.00  
 d) \$20.00

A 2) A roll of dimes is worth?  
 a) \$5.00  
 b) \$4.00  
 c) \$3.00  
 d) \$2.00

D 3) A roll of nickels is worth?  
 a) \$8.00  
 b) \$6.00  
 c) \$4.00  
 d) \$2.00

~~M~~ C 4) A roll of pennies is worth?  
 a) \$1.00  
 b) \$0.75  
 c) \$0.50  
 d) \$0.25

C 5) What does POS stand for?  
 a) Patience over standards  
 b) Percentage of sales  
 c) Point of sales  
 d) People over service

C 6) What is the current sales tax rate in your city 9%?

C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
 a) \$4.06  
 b) \$2.06  
 c) \$7.06  
 d) \$5.06

B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
 a) \$19.50  
 b) \$14.50  
 c) \$9.50  
 d) \$4.50

D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
 a) \$6.00  
 b) \$8.00  
 c) \$10.00  
 d) \$12.00

A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
 a) \$78.50  
 b) \$58.50  
 c) \$38.50  
 d) \$28.50

**Cashier Test**

**Score / 15**

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

A

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? ID, Driver's License, Passport

15) How many \$20 bills are in a bank band? 50