

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 Leonel Munoz Date: 8/23/18
Home Telephone (626) 495-5036 Other Telephone () _____
Present Address 15371/2 E 55 St
Permanent Address, if different from present address: _____
Email Address Leonel Munoz 487@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ 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 ___ 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? 8/24/18

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	Open →						
PM	Open →						

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 ___

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 any and all Fair Chance Ordinances, 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?
Animo Ralph Bunche	LA CA	12	Yes
LATTC	LA CA	3	No
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 Primerica

Type of Business insurance Telephone No. (313) 8033367 Supervisor's Name Blandy

Your Position and Duties _____

Dates of Employment: From 2.16 To 2.07

Reason for Leaving: Personal Issue

Name and Address of Employer LA Best Program - Summer

Type of Business Child care Telephone No. () Supervisor's Name April

Your Position and Duties _____

Dates of Employment: From _____ To _____

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 _____

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 _____

Reason for Leaving: _____

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

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: Victoria Telephone No. (213) 434-3189

Address _____

Occupation: _____ Relationship: Specialist employee Number of Years Acquainted: 1

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

LM

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.

LM

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.

LM

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.

LM

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.

LM

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

8/23/18

Leonel Muñoz

Los Angeles, California • (323) 870 -7860 • leonelmunoz487@gmail.com

Education & Achievements

Animo Ralph Bunche – Los Angeles, California

Class of 2016

Cumulative GPA: 2.17

Academic Award - Student of the month

June 2016

LA's Best Summer Program

June 2013 – June 2017

Experience

Volunteer, Los Angeles, California

June 2013 - July 2017

Child Care Facilitator

- Cared for kindergarten to fourth children for six hours a day, Monday through Friday at elementary school setting
- Responded to the children's concerns, problems regarding their peers, feelings and directions
- Led a group of twenty to twenty-nine children in craft sessions and sport activities
- Determined the amount of meals given for the day and dispersed appropriate amounts per grade
- Provided support to other staff such as extra child care, classroom decoration, and managing activities
- Directed children's actions who were getting in trouble or picking fights with each other
- Networked with other staff to build relationships in order to provide support in times of need

Training, Riverside, California

June 2016

Primerica Insurance Training

- Explored sales tactics to convince clients in choosing correct insurance paths
- Observed trainers methods on how to speak properly to clients and express the best customer service
- Networked with trainers to obtain other potential Primerica employees
- Completed requirements in a months' time and in turn received promotion to Senior Representative
- Communicated effectively to clients about the company and successfully enrolled them in life insurance
- Educated and informed other Primerica trainees on company's policy versus competitive policies
- Recruited potential employees in order to build and expand the team to provide support

Extra-Curricular Involvement

Volleyball Team, Los Angeles, California

February 2014 - May 2016

- Maintained time management and grades in order to participate in the sport
- Scheduled according to team's schedule to coordinate with personal responsibilities
- Organized team tryouts and worked directly with coach to find other potential team members
- Qualified for specific role on the team but effectively learned all around positions to fully support the team
- Discovered passion for the team and sport, in turn provided a motivating environment
- Strategized new techniques for the team to successfully compete and accomplish goals
- Committed and dedicated oneself to the group through extra hours of training per day

Leonel Muñoz

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Education & Achievement

Class of 2016

Antonia Kojak Theatre - Los Angeles, California
Class of 2016

Academic Award - student of the month

June 2015

June 2015 - June 2016

LA Best Summer Program

Experience

June 2015 - July 2015

Los Angeles, California

California Theatre

- Assisted the production team in their efforts to bring a play to life, including managing the budget, scheduling, and coordinating the cast and crew.
- Participated in the production's marketing efforts, including social media, posters, and flyers.
- Assisted in the production's fundraising efforts, including door-to-door sales, online fundraising, and community events.
- Assisted in the production's ticket sales efforts, including online sales, door-to-door sales, and community events.
- Assisted in the production's costume and set design efforts, including research, sourcing, and construction.
- Assisted in the production's sound and lighting efforts, including research, sourcing, and construction.
- Assisted in the production's publicity efforts, including press releases, media outreach, and community events.
- Assisted in the production's box office efforts, including ticket sales, concessions, and merchandise.

June 2015

Los Angeles, California

Los Angeles Theatre

- Assisted the production team in their efforts to bring a play to life, including managing the budget, scheduling, and coordinating the cast and crew.
- Participated in the production's marketing efforts, including social media, posters, and flyers.
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- Assisted in the production's costume and set design efforts, including research, sourcing, and construction.
- Assisted in the production's sound and lighting efforts, including research, sourcing, and construction.
- Assisted in the production's publicity efforts, including press releases, media outreach, and community events.
- Assisted in the production's box office efforts, including ticket sales, concessions, and merchandise.

Extra-Curricular Involvement

January 2015 - May 2015

Los Angeles, California

- Maintained time management and grades in order to participate in the sport.
- Participated in the production's marketing efforts, including social media, posters, and flyers.
- Assisted in the production's fundraising efforts, including door-to-door sales, online fundraising, and community events.
- Assisted in the production's ticket sales efforts, including online sales, door-to-door sales, and community events.
- Assisted in the production's costume and set design efforts, including research, sourcing, and construction.
- Assisted in the production's sound and lighting efforts, including research, sourcing, and construction.
- Assisted in the production's publicity efforts, including press releases, media outreach, and community events.
- Assisted in the production's box office efforts, including ticket sales, concessions, and merchandise.

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city N/A?

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

$$\begin{array}{r} 10.00 \\ - 1.25 \\ - 0.90 \\ - 0.79 \\ \hline 6.06 \end{array}$$

|||||

|||||

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

$$\begin{array}{r} 50 \\ - 10.50 \\ - 7.25 \\ \hline 7.75 \end{array}$$

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

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

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

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? N/A

14) What are the acceptable forms of ID for alcohol purchases? N/A

15) How many \$20 bills are in a bank band? N/A