



## 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.

Full Name Claudia Rivera Date: 9/4/18  
Home Telephone (510) 230-6288 Other Telephone ( )  
Present Address 2813 McBryde Ave. Richmond, CA 94804  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address rivera.claudia12@gmail.com

Position applying for: porter Salary desired: 4418

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 Sandra Martinez 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 <u>AVAILABLE</u> <u>DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM							
PM							

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

Yes, Nov. 28 - Dec. 5, 2018

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.

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
John F. Kennedy High School	Richmond, CA.	12th	Yes
Contra Costa Community College	San Pablo, CA.		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: I can work with Microsoft Word, Excel and PowerPoint and Point of Sales systems.			

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 X If so, may we contact your current employer? Yes    No   

Name and Address of Employer AutoZone 1475 Fitzgerald Dr. Pinole CA. 94564

Type of Business Auto parts Retail Telephone No. (510) 758-4200 Supervisor's Name Denisse Velazco

Your Position and Duties As a Sales Manager I constantly motivate my team to reach daily goals, delegate tasks and keep the store looking good.

Dates of Employment: From 07/2016 To 08/2018

Reason for Leaving: I was hired at Acrobat and I couldn't miss an opportunity to do something different

Name and Address of Employer Pick-N-Pull 1015 Market Ave. Richmond CA. 94801

Type of Business Auto Retail Telephone No. (510) 233-7341 Supervisor's Name Eric Diep

Your Position and Duties As a customer sales associate I greeted customers, keep sales area clean, complete inventory and posted craigslist ad for car sales.

Dates of Employment: From 10/2011 To 07/2015

Reason for Leaving: was not getting a proper raise

Name and Address of Employer Shell Gas station, 3421 San Pablo Dam Rd. El Sobrante CA. 94803

Type of Business Gas Station Telephone No. (510) 223-1445 Supervisor's Name Tracy Machin

Your Position and Duties Cashier greeted customers and keep store clean.

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Dates of Employment: From 10/2015 To 07/2016

Reason for Leaving: Did not like work environment

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: \_\_\_\_\_

\_\_\_\_\_

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

## JOB REFERRAL SERVICES

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

Name: Adrianna Torres Telephone No. (415) 424-6669

Address Pacifica, CA

Occupation: Nurse Relationship: Friend Number of Years Acquainted: 15

Name: Camille Shartridge Telephone No. (510) 478-2412

Address Richmond, CA

Occupation: Cashier Relationship: Old co-worker Number of Years Acquainted: 2

Name: Jonisha Gallow Telephone No. (415) 627-7433

Address Richmond, CA

Occupation: Sales Manager Relationship: Old co-worker Number of Years Acquainted: 2

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

R 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.

R 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.

R 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.

R 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.

R 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

9/4/18