

## 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 SHARON SANTOS Date: 09/17/2018  
Home Telephone (510) 646-3979 Other Telephone ( )  
Present Address 16219 VIA ARRIBA, APT 203, SAN LORENZO, CA 94580  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address santossharon15@gmail.com

Position applying for: KEYNOTE USHER-ADMIN ASST. Salary desired: \$16.25

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 \_\_\_\_\_ 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? 09/25/2018

**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		9:00a.m	9:00 a.m	9:00a.m	9:00a.m	9:00a.m	
PM		5:00 p.m	5:00 p.m	5:00 p.m	5:00 p.m	5:00 p.m	

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

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?
UNIVERSITY OF KARACHI	PAKISTAN	BACHELOR OF ARTS.	YES
Do you have any special licenses, certificates or special training? If so please list under "Special."			
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: 1) ADMIN ASSISTANT TRAINING FROM SKILLPATH, SAN FRANCISCO. 2) MS OFFICE, SALES FORCE, DATA ENTRY. 3) CUSTOMER SERVICE.			

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 ALAMEDA COUNTY, COURTHOUSE, OAKLAND.

Type of Business ELECTION SUPPORT Telephone No. (510) 272-6447 Supervisor's Name HR DEPARTMENT.

Your Position and Duties OPERNER OPENER, ROV

Extract Votes, Numerical Filing, Operate Scanning Machine & mail machine.

Dates of Employment: From 5/2018 To 6/2018.

Reason for Leaving: ASSIGNMENT COMPLETED.

Name and Address of Employer CA ALLIANCE FOR RETIRED AMERICANS, OAKLAND.

Type of Business NON-PROFIT Telephone No. (510) 663-4086 Supervisor's Name KATHRIN SMITH.

Your Position and Duties ADMINISTRATIVE ASSISTANT:

Organizing materials for upcoming workshops, updated member contacts in MS Access & Record Keeping

Dates of Employment: From 10/2016 To 12/2017

Reason for Leaving: POSITION TEMPORARY.

Name and Address of Employer AMERICORPS HUSD, HAYWARD.

Type of Business FEDERAL PROGRAM Telephone No. (510) 935-1095 Supervisor's Name Tim Romano - PUGH.

Your Position and Duties AMERICORPS MEMBER.

Provided after school physical fitness & nutrition classes, data entry, Outreach.

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Dates of Employment: From 10/2016 To 06/2017

Reason for Leaving: ASSIGNMENT COMPLETED

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: NO.

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: KATHRIN SMITH Telephone No. (510) 663-4086  
Address 600 GRAND AVENUE, OAKLAND, CAL, 94610

Occupation: ADMINISTRATIVE COORDINATOR Relationship: SUPERVISOR Number of Years Acquainted: 1 YEAR

Name: TIM ROMANO-PUGH Telephone No. (510) 935-1095  
Address 24823 SOTO ROAD, HAYWARD, CA, 94544

Occupation: SUPERVISOR Relationship: SITE SUPERVISOR Number of Years Acquainted: 1 YEAR

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

Address \_\_\_\_\_

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

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

SS

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.

SS

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.

SS

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.

SS

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.

SS

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**

Shantos

**Date**

09/17/2018