

# Acrobat

outsourcing

## 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 Kenneth Quivers Date: 10-1-18

Home Telephone (415) 850-0395 Other Telephone ( )

Present Address 525 5th St. San Francisco, CA 94107

Permanent Address, if different from present address:

Email Address `kennyjq0531@gmail.com`

**EMPLOYMENT DESIRED**

Position applying for: server Salary desired: 16.00/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 \_\_\_\_\_ 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.**

<u>SPECIFY HOURS</u> <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	any	any	any	any	any	any	any
PM	any	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

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?
CASHS	Chambersburg, PA	12	YES
Shippensburg University	Shippensburg, PA	1	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 have worked in Restaurants before as Waiter			

**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

Manor Care Pottstown, PA

Type of Business Assisted Living Home Telephone No. (\_\_\_\_) Karen Supervisor's Name

Your Position and Duties

Nurse's Assistant give meds. feed and bathe

Dates of Employment: From 7/99 To 7-01 Some clients

Reason for Leaving: Moved out of area

G-Ma's Thrift Store

Name and Address of Employer

2nd hand store Telephone No. (\_\_\_\_) Wayne Marks Supervisor's Name 570 535-5629

Your Position and Duties

Store Manager Stock shelves, cashier

Dates of Employment: From 4-09 To 12-14

Inventory Scheduling

Reason for Leaving: Went out of business

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: Wayne Marks Telephone No. (570) 535-5629

Address

Occupation: Selfemployed Relationship: friend Number of Years Acquainted: 18

Name: Rhonda Marks Telephone No. (570) 624-8522

Address

Occupation: Laborer Relationship: friend Number of Years Acquainted: 18

Name: Nikki Guldin Telephone No. (570) 573-9950

Address \_\_\_\_\_

Occupation: Janitor Relationship: friend Number of Years Acquainted: 10

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

KQ 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.

KQ 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.

KQ 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.

KQ 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.

KQ 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 Kenneth Quinones Date 10-1-18