

## 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 MELVIN SMITH 10-10-18 Date:  
Home Telephone (510) 696-0193 Other Telephone (\_\_\_\_)  
Present Address 816 43<sup>rd</sup> ST Oakland Ca 94608  
Permanent Address, if different from present address:  
Email Address MELVIN L SMITH(a) yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Dishwasher & waiter Salary desired: \_\_\_\_\_

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 JOE 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? 10-12-18

*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                            | <del>X</del> | <u>open</u> | <u>open</u> | <u>7-4pm</u> | <u>open</u> | <u>open</u> | <u>open</u> |
| PM                            | <del>X</del> |             |             |              |             |             |             |

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

None

### 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? |
|--|--------------|---------------------------|-------------------|
| Oakland Technical High   | Oakland CA   | High School               | YES 1973          |
| Merritt College  | Oakland 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                       | <del>NO</del>     |
| 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: Substance abuse counselor<br>Real Estate  |              |                           |                   |

## 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

825-7949

Type of Business Tele Marketing Telephone No. (510) 825-7949 Supervisor's Name D Wright  
 Your Position and Duties Raise money for various campaigns Police & fire DEPT S

Dates of Employment: From 1-3-11 To 9-6-14

Reason for Leaving: The company folded. They 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:

**Name and Address of Employer**

Type of Business TELEMARKETING  
Your Position and Duties

Telephone No. (510) 825-7949

Supervisor's Name DANIEL WRIGHT

Dates of Employment: From 1-3-11 To 9-6-14

Reason for Leaving: they went out of B.

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

**MILITARY SERVICE**

Have you obtained any special skills or abilities as the result of service in the military?  
If so, describe:

Yes ☐ No ☒

**JOB RELATED REFERENCES**

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

Name: MR D WRIGHT

Telephone No. (510) 825-7949

Address NOT SURE

Occupation: SUPERVISOR Relationship: SUPERVISOR Number of Years Acquainted: 3

Name: DAMON FRANKLIN

Telephone No. (510) 941-3211

Address 1707 FREMONT WAY OAKLAND CA 94601

Occupation: a PORTER Relationship: friend Number of Years Acquainted:

Name: JOEL

Telephone No. (510) 731-9204

Address 1707 FREMONT WAY OAKLAND CA 94601

Occupation: he works as a waiter Relationship: friend Number of Years Acquainted: 3

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

MS

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.

MS

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.

MS

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.

MS

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.

MS

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 Melvin I Smith Date 10-10-18