

## 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 Michelle Guilford Date: 01/26/2018  
 Home Telephone (916) 871-2374 Other Telephone ( )             
 Present Address 5948 Landis ave #111 Carmichael, CA 95608  
 Permanent Address, if different from present address:             
 Email Address michelle.guilford0001@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Serving Salary desired: 11.00  
 Are you currently registered with any staffing and/or employment agencies? If so, please list           

Are you applying for: Full-time work? Yes        No X Part-time work? Yes X No         
 Temporary work, e.g., summer or holiday work? Yes X No        From:            To:             
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral X Name of Referral Silvia Johnson Newspaper        Job Fair        Agency        Company Website         
 Other Web Posting        Other Source         
 Could you work overtime, if necessary? Yes X No        If hired, on what date could you start working? Nov 30<sup>th</sup> 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	Available	Available	Available	Available	Available	Available	Available
PM	Available	Available	Available	Available	Available	Available	Available

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 X If yes, when?             
 Do you have friends or relatives working for Acrobat Outsourcing? Yes X No        If yes, please state name and relationship  
Silvia Johnson - Mother Tiffany Johnson - Cousin Chris Johnson - Cousin Janice Johnson - Aunt  
 If hired, would you have a reliable means of transportation to and from work? Yes X No         
 If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X No

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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?
Del Campo High School	Fair Oaks, California	12 <sup>th</sup> - Diploma	Yes
California State University	Sacramento, California	Degree - BA	Not - in process
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: Pos			

## 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 Cracker Barrel 1000 Howe Ave, Sacramento, CA

Type of Business Restaurant Telephone No. (916) 564-1006 Supervisor's Name Ronnie

Your Position and Duties Server

-Serving, bussing, food running, customer service

Dates of Employment: From August 1<sup>st</sup> To Current

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer Papa Murphy's 6470 Fair Oaks Blvd, Carmichael, CA

Type of Business Pizza parlor Telephone No. (916) 497-7277 Supervisor's Name Rana

Your Position and Duties Pizza maker, cleaning tools, customer service

Dates of Employment: From Feb. 2018 To Sept. 2018

Reason for Leaving: Schooling

Name and Address of Employer \_\_\_\_\_

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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: NO

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_\_\_ No X  
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: Diane Boyd Telephone No. (916) 396-4962

Address \_\_\_\_\_

Occupation: Teacher Relationship: Past Teacher Number of Years Acquainted: 5

Name: Ente Chicoi Telephone No. (916) 977-9077

Address \_\_\_\_\_

Occupation: Educator Relationship: Past Teacher Number of Years Acquainted: 3

Name: Rachel Dugan Telephone No. (916) 705-1704

Address \_\_\_\_\_

Occupation: SNUD Supervisor Relationship: Acquaintance Number of Years Acquainted: 10

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

X 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.

X 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.

X 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.

X 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.

X 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** Michelle Shultz **Date** 11/26/2018