

## 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 Elliott Allen Date: \_\_\_\_\_  
 Home Telephone (628) 243 - 2609 Other Telephone (415) 301 - 9388  
 Present Address 2178 E. 24th St. Oakland, CA  
 Permanent Address, if different from present address: 130 Landers St., Unit #E, San Francisco, CA, 94114  
 Email Address eddiefock30@gmail.com

### EMPLOYMENT PREFERENCE

Position applying for: Catering Supervisor Salary desired: Negotiable

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.*

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	4am	4am	4am	Open	Open	Open	Open
PM	12pm	12pm	12pm	Open	Open	Open	Open

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

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?
Laney College	Oakland, CA		NO
Los Positas School of Culinary	Livermore, CA	Passed	Yes
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: Food Handling			

**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**

Type of Business Contractor Telephone No. (415) 990-9231 Supervisor's Name  
Your Position and Duties Steven Marion

Dates of Employment: From Jan 2019 To Present

Reason for Leaving: Present

**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 \_\_\_\_\_ 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 SERVICES**

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

**JOE RELATED REFERENCES**

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

Name: Todd Kerr Telephone No. (510) 332-7572

Address 2025 Telegraph Ave, Berkeley CA

Occupation: Editor Relationship: Former employer Number of Years Acquainted: 9

Name: Georgette Todd Telephone No. (510) 282-7510

Address 675 Hegenberger Rd. Oakland CA 94611

Occupation: YAP Coordinator Relationship: Former Boss Number of Years Acquainted: 9 years

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

Address \_\_\_\_\_

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

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

E.A.

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.

E.A.

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.

E.A.

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.

E.A.

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.

E.A.

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

Feb. 26th, 2019

# **Elliott Allen**

**Oakland, CA**

**Phone: (628) 243-2609 • E-Mail: eddierock30@gmail.com**

## **Objective**

I am seeking full-time employment or internship position with an employer offering potential for advancement, proven track record for growth, and guidance to learn supplemental skills. I am a team player that can actively take direction yet organized enough to finish tasks assigned independently with ease. I have a proven track record of growth in past positions and offer positive references also. I have a diverse background, culturally competent, and working with varying groups is a passion of mine. I am an asset willing to maximize managerial staffs' goals as part of a fluid employee of a company.

## **Experience**

### **CEO/Caltrans-Highway Maintenance**

**October 2018 – Present**

Oakland, CA

Duties: Provides highway maintenance on local roadways within the bay area, provides removal of debris and materials that may become hazardous to motorist, participates in safety training and contributes to 100% team safety record

### **Transition Age Youth Board- Peer Counselor**

**May 2011 – Present**

Oakland, CA

Duties: Administrative assisting duties, litigation, assisted managers, clerical work, computer technician, community outreach, food/safety prep, social worker trainings, planned events, facilitated meetings, wrote grants, and mental health advocacy

### **GCF - Library Tech**

**October 2015 – March 2018**

Coxsackie, NY

Duties: Helped patrons locate books, sorted and organized books, assisted in bookkeeping, inventoried damaged books, data entry, food/safe handling prep. Safety prep.

### **Youth Adult Partnership/West Coast Children's Clinic- Artistic Developer**

**March 2009 – May 2011**

Oakland, CA

Duties: Advocacy, administrative duties, litigation, assisted managers, clerical duties, computer technician, community outreach, catering, event organizing, social worker trainings, planned events, facilitated meetings, participated in mural/art, engaged youth in meetings, facilitated conference call/videoconferences, updated calendars, updated newsletters

### **Berkeley Times- Contributing Columnist**

**September 2010 - August 2013**

Berkeley, CA

Duties: Wrote bi-weekly – monthly columns for paper, edited columns, administrative duties, clerical, filing, coordinated events, and marketed column space. Emancipated Hearts Yearly Gala organization

**Laney College-Student Ambassador**

**June 2007 – March 2008**

Oakland, CA

Duties: Administrative duties, clerical, filed, spreadsheet overview, organized events, community outreach, college in-reach, guidance, counseled, computer tech, data intake, produced flyers, conducted PowerPoint presentations, and provided recommendation's to Dean's office

**Family Towing- Tow Truck Operator**

**May 2006 – December 2006**

Oakland, CA

Duties: Answered phones, customer relations, filed, shadowed and minor assisted on Flatbed Tow Truck, produced internet resources, marketed, administrative duties

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**Education**

**Laney College**

**Fall**

**2006 – Present**

900 Fallon St., Oakland, CA 94607

AA degree-In Progress

**Oakland Senior High School**

**2006**

**Skills**

Bi-lingual in conversational Spanish, superb written and oral skills, proficient in Apple processing programs, Windows 98- Windows 2010, Windows XP, Access, Filemaker Pro, Excel, Outlook, data entry, Pro Search, organizational data processing, mass e-mail, administrative, clerical, scanning/faxing equipment, computer literacy, internet navigation, event organizing, customer service, and eagerness to learn new skills.

**REFERENCES AVAILABLE UPON REQUEST**