

## 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 Tori Crockett Date: 321-19

Home Telephone (916) 871-0888 Other Telephone (    )

Present Address 2349 Church Street, Oakland, CA 94605

Permanent Address, if different from present address:

Email Address

crockett.tori@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: 15+

Are you currently registered with any staffing and/or employment agencies? If so, please list

Are you applying for: Full-time work? Yes X No \_\_\_\_\_ Part-time work? Yes \_\_\_\_\_ 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  Name of Referral \_\_\_\_\_ Newspaper  Job Fair  Agency  Company Website

Other Web Posting  Other Source X craigslist

Could you work overtime, if necessary? Yes X 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	open	open	open	open	open	open	open
PM	open	open	open	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 X If yes, when?

Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_\_\_ No X If yes, please state name and relationship

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 \_\_\_\_\_

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?
Tennyson High	Hayward, CA	HS Diploma (12)	Yes
Heald College	Sancho Cordova, CA	AA Business mng	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: AA Business Management / accounting (Heald College) California state property & casualty broker license			

**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 Sierra Oak Insurance Service Inc.

Type of Business Insurance Company Telephone No. (916) 471-4702 Supervisor's Name Daniel Brooks.  
Your Position and Duties

Office control, process payment, submit policies

Dates of Employment: From 1-13-13 To 9-1-17

Reason for Leaving: Owner sold company.

Name and Address of Employer MH Landscaping

Type of Business Landscaping Telephone No. (914) 470-8820 Supervisor's Name Chris Carolina  
Your Position and Duties

Hire Contractors, Payroll, Bank Submissions

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 \_\_\_\_\_  
Your Position and Duties \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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: Norma Nunez Telephone No. (714) 994-3008

Address 1918 Nancitz Circle

Occupation: Weider Company Relationship: Client Number of Years Acquainted: 5

Name: Tina Ibay Telephone No. (910) 510-574-6706

Address Newark, CA

Occupation: Drilling Company Relationship: Client Number of Years Acquainted: 5

Name: Colby McCollum Telephone No. (530) 432-7625

Address Rough Ready, CA

Occupation: Warehouse Distrib. Relationship: Boss Number of Years Acquainted: 5

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

CC 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.

CC 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.

CC 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.

TC 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.

PL 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

3-21-11

**Cashier Test**

**Score / 15**

B 1) A roll of quarters is worth?  
a) \$5.00  
b) \$10.00  
c) \$15.00  
d) \$20.00

A 2) A roll of dimes is worth?  
a) \$5.00  
b) \$4.00  
c) \$3.00  
d) \$2.00

D 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00

A 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
c) \$0.50  
d) \$0.25

C 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
c) Point of sales  
d) People over service

6) What is the current sales tax rate in your city \_\_\_\_\_?

C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
c) \$7.06  
d) \$5.06

B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
b) \$14.50  
c) \$9.50  
d) \$4.50

D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
c) \$10.00  
d) \$12.00

A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
a) \$78.50  
b) \$58.50  
c) \$38.50  
d) \$28.50

**Cashier Test**

**Score / 15**

A

11) Counterfeit pens should be used on which three denominations?  
a) \$20, \$50, \$100  
b) \$10, \$20, \$50  
c) \$5, \$50, \$100  
d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?  
a) one  
b) two  
c) three  
d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Government ID, State ID, Driver License

15) How many \$20 bills are in a bank band? 10/A

Tori Crockett  
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**Summary:** To obtain a job that will utilize my current experience and give me more experience in the work field

**Job Objective:**

Receptionist, 5 years' experience  
Bookkeeping, 1 year experience  
Data entry/ Call clerk, 4 years' experience  
State coordinator/ Quality Control assistant manager 1 year experience  
Customer Service Representative Commercial Insurance - 4 years' experience

**Experience:**

**Job Title:** Receptionist/ Front Office Lead (Sacramento, CA)

**Employer:** Sacramento Autism Services

**Dates:** 10/5/2017 to 7/11/2018

**Duties:** Open and Close Front Office, Maintain Google Calendar and Scheduling for all Technicians, Schedule all client appointments, Data Entry, Follow up over phone appointments and client input information.

**Job Title:** Personal Account Manager (Sacramento, CA)

**Employer:** Sierra Oak Insurance Services, Inc.

**Dates:** 01/13/2013 to 9/1/2017

**Duties:** Service business incoming certificate of insurance request/ Evidence of Property Commercial Property request and make sure there are completed same day requested, Process change request for Commercial Accounts, Service Personal Lines and Commercial Lines Claims; if a business experiences an unforeseen loss i am to assist clients/insured with the insurance carriers regarding the claim in all aspects to makes sure this it is resolved quickly and efficiently.

**Job Title:** State Coordinator/ Quality control assistant manager (Sacramento, CA)

**Employer:** MH Landscaping

**Dates:** 3/27/2010 to 3/23/2011

**Duties:** Coordinate multiple state, Hire new contractors, Get properties out and in to contractors, process/input orders, create vendor invoice for my contractors, quality control properties before they are sent over to the bank, assist other co-workers with any questions and or problems

**Job Title:** Customer Service - Data entry

**Employer:** Office Team, Hayward, ca

**Dates:** 2/07 to 10/07

**Duties:** Fidelity National Record Center Answer incoming calls up to 6 lines, data entry clients information and request of documents, send out documents to clients daily, fax, copy and scan to email any documents requested by clients

**Job Title:** Administrative Assistant

**Employer:** Office Team, Hayward, ca

**Length:** 1 year 6 months, 9/05-2/07

**Duties:** Peach tree property Management Distribute letters to clients, write, type and send out letters for the manager to clients, call customers to help with problems and notify them of any changes that may be occurring in the community

**Skills:** Receptionist, Microsoft Office, Tam Applied Systems, Fav Advantage, Basic Knowledge of Commercial and Personal Insurance, Mappoint, Web Design

**Education:**

High School/GED

AAS- Business Management and Accounting (Heald College)

