

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 Brandy Hubbard (Olivia) Date: 27 APRIL 2019
 Home Telephone (916) 868-9729 Other Telephone () _____
 Present Address 8508 Pershing Ave. Fair Oaks, CA. 95628
 Permanent Address, if different from present address: _____
 Email Address olivia.dupont4444@gmail.com

EMPLOYMENT DESIRED

Position applying for: BEST FIT Salary desired: \$15/hr

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

N/A

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? 1 MAY 2019

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	6 AM	8			6 AM	6 PM	6 AM
PM	11 PM	2 PM-8 PM	2 PM-8 PM	2 PM-8 PM	11 PM	11 PM	11 PM
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <div style="text-align: right;"><u>N/A</u></div>							

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?
American River College	Sacramento, CA	A.A.	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: Introductory Baking Certificate, 3 yrs Commercial Kitchen experience AA Culinary Arts & Hospitality Management, Windows Office Suite			

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 Karen's Bakery & Cafe - Folsom, CA.

Type of Business Bakery/Cafe Telephone No. (916) 985-2465 Supervisor's Name Karen Holmes

Your Position and Duties Pastery Assistant - make doughs, fillings, icing, cookies, bars, pies

Dates of Employment: From 3/2019 To Present

Reason for Leaving: Currently Employed

Name and Address of Employer ARC Oak Cafe - Sacramento, CA.

Type of Business Cafe Telephone No. (916) 484-8526 Supervisor's Name Kathi Smith

Your Position and Duties B.O.H & F.O.H Intern - prep cook, line cook, pantry, server, beverage attendant, barista, dishwasher

Dates of Employment: From 8/2017 To 12/2018

Reason for Leaving: Completed Internship

Name and Address of Employer Blue Sun Catering - Boulder Creek, CA

Type of Business Catering Telephone No. () Supervisor's Name Steven

Your Position and Duties Counter Attendant & Prep Cook - assisted w/ ordering, financial transaction, worked fryer & grill, prepped dishes

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Dates of Employment: From 5/2018 To 9/2018

Reason for Leaving: Seasonal Work

Name and Address of Employer Monk's Cellar - Roseville, CA

Type of Business Restaurant Telephone No. (916) 786-6665 Supervisor's Name Andy Klien

Your Position and Duties Hostess & Prep Cook - Greeted and sat guest, discussed menu items, prepped sauces, breads, meats

Dates of Employment: From 1/2017 To 4/2017

Reason for Leaving: Professional Development

Have you ever been fired from any previous place of employment? If so, please explain: N/A

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes ☒ No ☐
If so, describe: U.S. Air Force 2002 - 2005

JOB RELATED REFERENCES

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

Name: Karen Holmes Telephone No. (916) 985-2665

Address 705 Gold Lake Dr, Folsom, CA 95630

Occupation: Owner Relationship: Supervisor Number of Years Acquainted: < 1

Name: Kathi Smith Telephone No. (916) 484-8526

Address 4700 College Oak Dr, Sacramento, CA 95841

Occupation: Cafe Coordinator Relationship: Supervisor Number of Years Acquainted: 2

Name: Andy Klien Telephone No. (916) 786-6665

Address The Monk's Cellar

Occupation: Owner Relationship: Supervisor Number of Years Acquainted: < 1

Please Read Carefully, Initial Each Paragraph and Sign Below

BH

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.

BH

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.

BH

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.

BH

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.

BH

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

Brandy Hubbard

Date

27 APRIL 2019