



ACROBAT OUTSOURCING  
TSC GROUP

## 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 Diana Hansen Date: 5/17/2019  
Home Telephone (916) 425-7972 Other Telephone (916)  
Present Address 431 G Street West Sacramento CA 95605  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address dianamhans@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Event / Catering service / Bartender 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 X 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 Antoinette Kennedy 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?

ASAP

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<br>HOURS<br>AVAILABLE<br>DAILY | SUNDAY      | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|-------------|--------|---------|-----------|----------|--------|----------|
| AM                                     | <u>OPEN</u> |        |         |           |          |        |          |
| PM                                     | <u>OPEN</u> |        |         |           |          |        |          |

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

NO

### 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 ANTOINETTE KENNEDY

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? |
|--|-------------------|---------------------------|-------------------|
| <u>ART INSTITUTES - CA</u>   | <u>Natoma, CA</u> | <u>Bachelors</u>          | <u>YES</u>        |
| Do you have any special licenses, certificates or special training? If so please list under "Special".   |                   | YES                       | <u>NO</u>         |
| Are you computer literate? If so, list software knowledge under "Special."   |                   | <u>YES</u>                | NO                |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."   |                   | <u>YES</u>                | 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." |                   | <u>YES</u>                | NO                |

Special:

PROGRAMS ADOBE CREATIVE SUITE / MICROSOFT OFFICE POS SYSTEMS ALOHA MICROS CA FOOD SAFE HANDLERS DAVED

### 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 Paesanos / Portofino Room 1806 Capitol Ave  
SAC. CA 95811

Type of Business Catering Telephone No. (916) 447-8646 Supervisor's Name Sonny

Your Position and Duties

Catering / event server - Set up & cleanup of event space / Rentals  
- Passed app service

Dates of Employment: From April 2019 To Current Buffet Set up / management  
Customer service / guest satisfaction  
Reason for Leaving: N/A Bussing / cleanup

Name and Address of Employer Cotton Shoppe 2703 5th St. Sacramento 95818

Type of Business Screen Print Telephone No. (916) 492-9491 Supervisor's Name Colin

Your Position and Duties graphic design & office manager  
oversee all jobs from 1st / proofing / production & delivery

Dates of Employment: From Oct. 2014 To Feb 2019 Customer service via  
email, phone, & in person

Reason for Leaving: wanted to focus on my network

Name and Address of Employer Woods Grill & Bar & RCO Catering 1444 AV  
SACRAMENTO  
CA, 95814

Type of Business Restaurant Telephone No. (916) 847-3684 Supervisor's Name Jennifer

Your Position and Duties Bartender 08-14 / Server 05-09 / Host 04-05

Full Bar & Restaurant service, Micros systems, Mixology knowledge  
- Bussing, setting tables, 5 execution  
- Sidework, open/close duties  
- Inventory tracking

Dates of Employment: From 2004 To 2014

Reason for Leaving: Graduated Art School

Name and Address of Employer Joes Crab Shack 1210 Front St.  
SACRAMENTO CA 95814

Type of Business Restaurant Telephone No. (916) 553-4249 Supervisor's Name \_\_\_\_\_

Your Position and Duties Server - full lunch & dinner service  
ALPHA systems, suggestive sales, expo, bussing

Dates of Employment: From April 2007 to Sept. 2007  
Reason for Leaving: Second job (summer rushover)  
- sidewalk  
- opening & closing duties

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 ☒

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: Antoinette Kennedy Telephone No. (916) 477 6582

Address SACRAMENTO, CA

Occupation: Server Relationship: friend / coworker Number of Years Acquainted: few months  
@ Acrobat

Name: Jennifer Olsen Telephone No. (916) 847-3684

Address ELK GROVE, CA

Occupation: Manager @ Relationship: previous Boss Number of Years Acquainted: 14 years  
BJS Restaurant @ WOOLYS

Name: Vanessa Mercado Telephone No. (916) 730-7112

Address CARMICHAEL, CA

Occupation: Teacher Relationship: previous Number of Years Acquainted: 14 years  
Shift lead  
@ WOOLYS

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

X DH 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 DH 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.

DH 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.

DH 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.

DH 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 Diana Hansen Date 5/17/19

