



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 OLIVIA ANN TRAINA Date: 29.MAY.2019
Home Telephone (-) - Other Telephone (916) 218.9117
Present Address 899 ATHAN AVE. ROSEVILLE CA
Permanent Address, if different from present address: -
Email Address oatraina93@gmail.com

EMPLOYMENT DESIRED

Position applying for: USHER / EVENT STAFF Salary desired: \$15/HR.

Are you currently registered with any staffing and/or employment agencies? If so, please list
NONE

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: JUNE '19 To: DEC. '19

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?

30.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	XXXX	XXXX	5 _{AM} -4 _{PM}	ANY	5 _{AM} -4 _{PM}	XXXX	XXXX
PM	3 _{PM} -ANY	2 _{PM} -ANY	XXXX	ANY	XXXX	2 _{PM} -ANY	3 _{PM} -ANY
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NONE,</u>							

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?
UNIVERSITY OF SF	SF, CA	B.A.	YES
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>YES</u>	NO
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."		YES	<u>NO</u>
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: CPR - FIRST AID / MICROSOFT OFFICE / EMT Training Customer Service Experience			

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 Peg's Glorified Ham + Eggs, 1950 Douglas Blvd.
Roseville, CA 95661
Type of Business RESTAURANT Telephone No. (916) 782-2400 Supervisor's Name HEATHER
Your Position and Duties HOSTESS

Dates of Employment: From APR. 2014 To PRESENT

Reason for Leaving: N/A

Name and Address of Employer Roseville City School District, 1050 Main St.
Roseville, CA 95678
Type of Business EDUCATION Telephone No. (916) 771-1600 Supervisor's Name Melinda Pom
Your Position and Duties SUBSTITUTE TEACHER

Dates of Employment: From JAN. 2017 To PRESENT

Reason for Leaving: N/A

Name and Address of Employer JESUIT VOLUNTEER CORPS - INTERNATIONAL
801 St. Paul St
Baltimore, MD 21202
Type of Business NON-PROFIT Telephone No. (410) 244-1733 Supervisor's Name William Poling
Your Position and Duties VOLUNTEER IN TANZANIA

Dates of Employment: From DEC. 2016 To DEC. 2018

Reason for Leaving: END OF CONTRACT

Name and Address of Employer ALLIANCE HEALTH PROJECT (UCSF)
1930 Market St
SF, CA 94102
Type of Business MED. CLINIC Telephone No. (415) 476-3902 Supervisor's Name CHRIS HALL

Your Position and Duties ADMIN. ASSISTANT.

Dates of Employment: From FEB. 2016 To JUNE 2016

Reason for Leaving: NEW EMPLOYMENT

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: WILLIAM POLING Telephone No. (410) 244-1733
Address: 801 ST. PAUL ST. BALTIMORE, MD 21202
Occupation: PROGRAM COORDINATOR Relationship: SUPERVISOR Number of Years Acquainted: 2

Name: DONNA WILLIAMS Telephone No. (415) 422-6679
Address: 2195 FULTON ST. SF, CA 94117
Occupation: RESEARCH LIBRARIAN Relationship: SUPERVISOR Number of Years Acquainted: 6

Name: CHRIS HALL Telephone No. (415) 476-3902
Address: 1930 MARKET ST. SF, CA 94102
Occupation: OFFICE MANAGER Relationship: SUPERVISOR Number of Years Acquainted: 2

Please Read Carefully, Initial Each Paragraph and Sign Below

02

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.

02

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.

02

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.

02

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.

02

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 29. MAY. 2014

