



## 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 Harold Moore Date: 6/17/19  
Home Telephone (615) 414-9926 Other Telephone ( )  
Present Address 111 Taylor St.  
Permanent Address, if different from present address: 814  
Email Address haroldmoore822@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Dish washer Salary desired: 25.00/hr

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?

June 18, 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.*

<u>SPECIFY HOURS AVAILABLE DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	<u>7:00</u>	<u>7:00</u>	<u>7:00</u>	<u>7:00</u>	<u>7:00</u>	<u>7:00</u>	
PM		<u>3:00</u>	<u>3:00</u>	<u>3:00</u>	<u>3:00</u>	<u>3:00</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  If yes, when? N/A

Do you have friends or relatives working for Acrobat Outsourcing? Yes  No  If yes, please state name and relationship N/A

If hired, would you have a reliable means of transportation to and from work?

Yes  No  Public Transportation

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 N/A. 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.)

N/A

**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>Boys View High</u>	<u>Marin, California</u>	<u>High school Diploma</u>	<u>YES</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".	<u>OFFICE SERVICES</u>	<u>YES</u>	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	<u>NO</u>
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."		<u>YES</u>	<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>	<u>NO</u>
Special:	<u>Office Services - (Classical Typist 70 words),</u>		

### 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 Goodwill Industries - (Clement Store), 820 Clement, SF, CA.

Type of Business Thrift Store Telephone No. (  )  Supervisor's Name Nichole Johnson

Your Position and Duties Key Holder - (open/close store, activate/deactivate alarm system, Count Register Tills, Prepares deposits for Bank, count safe, Supervise employees, Logged Books, email Reports, Supported STAFF, etc.)

Dates of Employment: From 3/15/19 To 5/15/19

Reason for Leaving: Termination - will explain upon an interview

Name and Address of Employer Inside CDCR - P.O. Box 4000, Vacaville, CA.

Type of Business Correctional Telephone No. (  )  Supervisor's Name Johnnie Jackson

Your Position and Duties Clerical - (Prepared, Processed and Filed Educational documents, Assisted Teachers Aide, cleaned, etc.)

Dates of Employment: From 11/1/16 To 10/24/18

Reason for Leaving: Re located.

Name and Address of Employer CDCR - P.O. Box 4000, Vacaville, CA.

Type of Business Correctional Telephone No. (  )  Supervisor's Name Bernal

Your Position and Duties Clerical - Special orders purchase clerk - (prepared Purchase order, Filed documents, Typed, Filed, Distributed vendor catalogs, etc.)

Dates of Employment: From 2011 To 2014  
2012 2014

Reason for Leaving: Increased wages

Name and Address of Employer CDCR - P.O. Box 4000, Vacaville, CA.

Type of Business Correctional Telephone No. (  )  Supervisor's Name Green, Martinez

Your Position and Duties Clerk - Prepared documents for Counselor, typed and filed, kept (sep records, etc.)

Dates of Employment: From 2014 To 2016

Reason for Leaving: Increased wages / work experience opportunities and educational field

Have you ever been fired from any previous place of employment? If so, please explain: Yes, SEE first entry here and will explain upon an interview.

#### **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: Ms. Johnnie Jackson Telephone No. (\_\_\_\_)

Address Business Address P.O. Box 4000, Vacaville, CA, 95696-4000

Occupation: Teacher Relationship: Ex-Supervisor Number of Years Acquainted: ONE

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

Address P.O. Box 4000, Vacaville, CA, 95696-4000

Occupation: Counselor - (CDCR) Relationship: Ex-Supervisor Number of Years Acquainted: ONE

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

Address P.O. Box 4000, Vacaville, CA : 95696-4000

Occupation: Correctional Officer Relationship: Ex-Supervisor Number of Years Acquainted: 3-YEARS

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

HM 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.

HM 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.

HM 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.

HM 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.

HM 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 Harold Moore Date 6/17/19

