



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 Nicole Fong Date: 8/26/2019
Home Telephone (916) 595-4716 Other Telephone (916) 595-4716
Present Address 1920 10th street, sacramento, CA 95814
Permanent Address, if different from present address: Same
Email Address fefifofong@gmail.com

EMPLOYMENT DESIRED

Position applying for: Any Salary desired: Any

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: July 10 To: ongoing

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 ☒ School website

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?

July 10

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
	<u>Any</u>	<u>after 4 p.m</u>	<u>after 4pm</u>	<u>after 4pm</u>	<u>after 4pm</u>	<u>Any</u>	
AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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? _____

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?
Sacramento City College	Sac, CA	General Ed	In progress
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: microsoft word, pointclick care in Gramercy Court food handler certificate			

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 Greenercy Court
2200 Greenercy Drive Elena Santos

Type of Business Nursing Telephone No. (619) 850-3805 Supervisor's Name Elena Santos

Your Position and Duties Dietary Aide - Trayline, prep, kitchen setting
set up trayline drinks, sides, office aide

Dates of Employment: From 12-1-18 To current

Reason for Leaving: still working, looking for more work

Name and Address of Employer Art Beast Children's Studio 2226 K St

Type of Business Children's art Studio Telephone No. (916) 441-1233 Supervisor's Name Nancy & Andrew

Your Position and Duties Art Coach, music/art drop in classes, studio maintenance
cleaning

Dates of Employment: From Fall 2015 To 6-23-19

Reason for Leaving: Looking for new opportunities - expand career horizons.

Name and Address of Employer VIP Petcare 4111 N Freeway Blvd

Type of Business Pet Clinic Telephone No. 707 304-0082 Supervisor's Name Steven Enbysk

Your Position and Duties Veterinarian assistant, give vaccinations
hold animals

Dates of Employment: From 6-1-17 To 9-1-17

Reason for Leaving: was not comfortable at the time with certain situations
handling in the clinics.

Name and Address of Employer Whitewater Connection 7149 CA-49

Type of Business Rafting Telephone No. (562) 852-1519 Supervisor's Name Trevor Koolmees

Your Position and Duties Office assistant, book raft trips, prepare and pack raft trip lunches, inventory on kitchen commissary, camp host
Dates of Employment: From 7-1-16 To 10-1-16
Reason for Leaving: End of seasonal job

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: Rudy Cisneros Telephone No. (916) 524-1621
Address: 5050 Arden Way, Carmichael, CA 95608
Occupation: Manager at Wilke's Burgers Relationship: 1st BOSS Number of Years Acquainted: 5

Name: Marisa Avendano Telephone No. (916) 188-1827
Address: 3835 Freeport Blvd. Sac, CA 95822
Occupation: Track/XC coach (F&F cross country) Relationship: Track/XC coach Number of Years Acquainted: 3

Name: Mel Walker Telephone No. (916) 708 0651
Address: 8010 Clifton Rd Sac, CA
Occupation: Boxing coach Relationship: Coach Boxing Number of Years Acquainted: 5

Please Read Carefully, Initial Each Paragraph and Sign Below

NF

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.

NF

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.

NF

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.

NF

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.

NF

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

Nicole Gong

Date

6/26/19

