



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 Marcella Brown Date: 9/3/19
Home Telephone (916) 792-7237 Other Telephone ()
Present Address 9725 Tundra Swan Cir., Elk Grove, CA. 95757
Permanent Address, if different from present address: same
Email Address marcella.brown07@gmail.com

EMPLOYMENT DESIRED

Position applying for: Barback, Usher, Server Salary desired: \$15-\$20/hr

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

Yes Express, Appleone, Volt

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 Wendy Sykes 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?

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.

Currently Available For All hours

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM	<u>X</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 Wendy Sykes - Friend

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.)

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?
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: <u>Customer Service</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 _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From 6/10/19 To 8/1/19

Reason for Leaving: Better opportunity

Name and Address of Employer The Micheals Organization 2236 Longport Ct.
Elk Grove, CA. 95758

Type of Business Affordable Housing Telephone No. (916) 883-1126 Supervisor's Name Michele Derocenzi

Your Position and Duties Responsible for the efficient functioning of the office through a range of administrative, financial, and managerial tasks.

Dates of Employment: From 9/2016 To 5/2019

Reason for Leaving: Better opportunity and full time employment

Name and Address of Employer Elk Grove Unified School District 9510 Elk Grove Florin Rd.
Elk Grove, CA. 95624

Type of Business Education Telephone No. (916) 685-5085 Supervisor's Name Susan Landon

Your Position and Duties Supervise student outside of classes as directed by the onsite designee.

Dates of Employment: From 2006 To 2016

Reason for Leaving: Part time Employment

Name and Address of Employer Home Manager

Type of Business Home Telephone No. (916) 792-7237 Supervisor's Name myself

Your Position and Duties Provided a wide range of administrative tasks in the management of a busy household. Scheduled appointments, coordinated transportation and etc..

Dates of Employment: From 2001 To 2004

Reason for Leaving: Had layoff

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: Dave Perazzo Telephone No. (916) 897-7088

Address Elk Grove, CA.

Occupation: Hard Duty Supervisor Relationship: Co-Worker Number of Years Acquainted: 7-8 yrs

Name: Mary Victoria Telephone No. (916) 529-6002

Address Elk Grove, CA.

Occupation: Hard Duty Supervisor Relationship: Co-Worker Number of Years Acquainted: 7-8 yrs

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

MB 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.

MB 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.

MB 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.

MB 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.

MB 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 Marcella Brown Date 9/3/19

