



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 Luis Herrera Date: 8-16-19
Home Telephone (415) 532-3330 5377 Other Telephone ()
Present Address 214 Haight Street
Permanent Address, if different from present address: _____
Email Address luis87goosie@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: Minimum
Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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 Russell 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?

Today A.S.A.P

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			10:00 2:45 PM School				
PM					6:00		

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

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?
Cambridge	Fresno, Ca	11	NO
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: I A VERY HARD WORKER			

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 Limon ~~Rest~~ Rotisserie

Type of Business Restaurant Telephone No. (415) 410-1028 Supervisor's Name Humberto

Your Position and Duties Dish washing, Cleaning, Prep, stocking

Dates of Employment: From 6-19 To

Reason for Leaving: Still there

Name and Address of Employer Denny's

Type of Business Restaurant Telephone No. (559) 397-4973 Supervisor's Name ~~Eric~~ Pako

Your Position and Duties

Dates of Employment: From 4-18 To 12-18

Reason for Leaving: I got fired for no show

Name and Address of Employer

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

Your Position and Duties

Dates of Employment: From To

Reason for Leaving:

Name and Address of Employer

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

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

Yes. Im a good worker, i just tend to give up

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: Pato Linares Telephone No. (59) 397-4973

Address _____

Occupation: _____ Relationship: Ex Boss Number of Years Acquainted: 2

Name: Lavelle Mitchell Telephone No. (59) 248-6780

Address _____

Occupation: _____ Relationship: Best Friend Number of Years Acquainted: 20 years

Name: Humberto Telephone No. 415 410-1028

Address Van Ness / 21

Occupation: Manager Relationship: Boss Number of Years Acquainted: 1

Please Read Carefully, Initial Each Paragraph and Sign Below

✓
_____ 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.

✓
_____ 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.

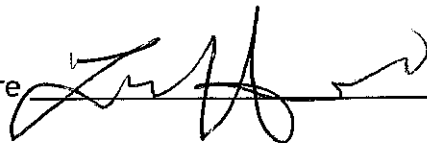
✓
_____ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

✓
_____ 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.

✓
_____ 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

8-16-19

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions that records should be kept for a minimum of seven years, unless otherwise specified by the relevant authorities.

2. The second part of the document outlines the procedures for handling discrepancies and errors. It states that any discrepancies identified during the reconciliation process should be investigated immediately and reported to the appropriate management level. The document also provides guidance on how to correct errors and ensure that the records are accurate and up-to-date.

3. The third part of the document discusses the role of internal controls in preventing fraud and ensuring the reliability of the financial statements. It highlights the importance of segregation of duties, authorization of transactions, and regular monitoring of the financial system. The text also mentions that internal controls should be reviewed and updated regularly to reflect changes in the business environment and the needs of the organization.

4. The fourth part of the document outlines the requirements for the preparation and presentation of financial statements. It states that financial statements should be prepared in accordance with the relevant accounting standards and should be presented in a clear and concise manner. The document also mentions that financial statements should be audited by an independent auditor to ensure their accuracy and reliability.

5. The fifth part of the document discusses the importance of transparency and disclosure in financial reporting. It states that organizations should provide timely and accurate information to their stakeholders and should disclose any material information that could affect the financial performance of the organization. The document also mentions that organizations should be open to external scrutiny and should provide access to their financial records to the relevant authorities.

6. The sixth part of the document outlines the responsibilities of the management and the board of directors in ensuring the integrity of the financial system. It states that management is responsible for the day-to-day operations of the financial system and for ensuring that all transactions are properly recorded and reported. The board of directors is responsible for overseeing the financial system and for ensuring that the financial statements are accurate and reliable.