

**Submission Date** 09-16-2019 14:18:41

**First Name**

Natasha

**Last Name**

Novak

**E-mail Address**

natashasnovak@gmail.com

**Phone**

9167652339

**Address**

2049 Pasqual Drive

**Unit or Number**

N/A

**City, State**

Roseville

**Zip Code**

95661

**What region(s) are you applying to work within?**

- Sacramento

**Which position(s) are you applying for?**

- Barback

**Are you applying for:**

- Part-Time

**When can you start?**

Tuesday, September 17, 2019

**Can you work overtime?**

Yes

**How did you hear about us?**

- Referral

**If you were referred, please tell us by whom:**

Dawn Roberts

**What days/times can you work? Select all that apply:**

- Monday PM
- Tuesday PM
- Wednesday PM
- Thursday PM

- Friday PM
- Saturday AM
- Saturday PM
- Sunday AM
- Sunday PM

**Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)**

I will be out of the country 11/20/19 - 12/2/19

**Have you ever applied to or worked for Acrobat before?**

No

**Do you have any friends or relatives working for Acrobat? If so, please let us know who:**

Dawn Roberts

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

Yes

**If hired, can you present evidence of your legal right to live and work in this country?**

Yes

**Are you able to perform the essential functions of the job for which you are applying?**

Yes

**Name of School**

California State University, Sacramento

**City & State**

Sacramento, CA

**Grade/Degree**

Bachelor of Arts in Liberal Studies

**Graduated?**

Yes

**Do you have any special licenses? (If so, label under "Special")**

No

**Are you computer literate? (If so, label which programs under "Special")**

Yes

**Are you proficient with Point of Sale systems? (If so, label which under "Special")**

Yes

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

Yes

**Special:**

I have worked in the customer service industry for over 20 years. I am a great team player, I have a very positive attitude, I am excellent at problem solving and I am organized.

**Are you currently employed?**

Yes

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

Placer County Health and Human Services

**Type of Business**

Government

**Phone Number**

530-889-4060

**Your Position & Duties**

Eligibility Specialist II: Interview applicants for programs and services. Assisting applicants in the completion of applications, financial disclosures and declaration forms necessary to process applications. Determine and request necessary verification to accurately evaluate applicants. Interpret and explain designated programs, regulations, obligations and procedures to participants.

**Date of Employment (from/to):**

9/13 - present

**Reason for Leaving**

N/A

**Still Employed:**

Yes

**Name and Address of Employer**

Sylvan Learning Center  
Fairway Drive  
Roseville, CA 95678

**Type of Business**

Education

**Phone Number**

Went out of business

**Your Position & Duties**

Administrative Assistant/Teacher:

Recruit new clients, and maintain positive relationships. Setting up and running community events to promote our services. Providing clients excellent customer service in a fast-paced environment. Maintaining daily schedules for students and directors. Updating student programs and gathering all materials needed for each student. Ensure operation of equipment by completing preventative maintenance requirements. Maintain supply inventory. Conduct structured tutoring activities with individuals in small groups that promote learning and motivate students to improve academic skills. Provide general assistance to classroom teachers/after school staff by working with individuals who need extra help. Develop and maintain consistent communication with on-site supervisor regarding progress of students.

**Date of Employment (from/to):**

1/2010 - 8/2013

**Reason for Leaving**

This company went out of business.

**Still Employed:**

No

**Name and Address of Employer**

Restoration Hardware  
1151 Galleria Blvd.  
Roseville, CA 95678

**Type of Business**

Retail

**Phone Number**

916-784-1147

**Your Position & Duties**

Associate: Ensure high levels of customer satisfaction through excellent sales service. Assess customers needs and provide assistance and information on product features. Welcome customers to the store and answer their queries. Follow and achieve department's sales goals.  
Remain knowledgeable on products offered and discuss available options. Process POS (point of sale) purchases. Cross sell products. Handle returns of merchandise. Team up with co-workers to ensure proper customer service. Build productive trust relationships with customers. Comply with inventory control procedures.

**Date of Employment (from/to):**

11/2006 - 6/2012

**Reason for Leaving**

I had completed the teaching credential program at CSUS and wanted to work in my field of study.

**Still Employed:**

No

**Have you ever been fired from a previous place of employment? If yes, please explain:**

No

**Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:**

N/A

**First Name**

Adam

**Last Name**

Peterson

**E-mail Address**

peddaniels@gmail.com

**Phone**

916-712-6970

**Relationship:**

friend

**Years Acquainted:**

20

**First Name**

Kranig

**Last Name**

Kim

**E-mail Address**

kkranig@yahoo.com

**Phone**

916-532-3130

**Relationship:**

Friend

**Years Acquainted:**

5

**First Name**

Kristina

**Last Name**

Swank

**E-mail Address**

kristina.swank@yahoo.com

**Phone**

530-845-3371

**Relationship:**

friend

**Years Acquainted:**

5

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**I hereby acknowledge that I have read and understand the above statements.**

- (Checked box indicates acknowledgement)

**Applicant Digital Signature (Type Name):**

Natasha Novak

**Date:**

 Monday, September 16, 2019

**Please Attach Resume Below**

resume.pdf