



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 SIA HELLEN MATTURI Date: 09/25/2019
Home Telephone () _____ Other Telephone () 4047490959
Present Address 553 WINDCHASE LANE, STONE MOUNTAIN GEORGIA, 30083
Permanent Address, if different from present address: _____
Email Address Matturisiahellen@gmail.com

EMPLOYMENT DESIRED

Position applying for: FOOD SERVER Salary desired: _____

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 _____ 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.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12 hrs	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs
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: _____

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 2011 To 2015

Reason for Leaving: The Company went bankrupt

Name and Address of Employer Constantine Tenefoe, 7 Fenty Road, Bo.

Type of Business Catering Telephone No. (122) 78362868 Supervisor's Name Constantine Tenefoe

Your Position and Duties Waitress. My Duties included Setting up for events, Carrying plates of food on trays and serving guests, performing cleaning tasks and any other duties assigned by manager

Dates of Employment: From 2015 To 2019

Reason for Leaving: P I Relocated to the United States.

Name and Address of Employer Bo Government Hospital, Bo district.

Type of Business Hospital Telephone No. (122) 76755600 Supervisor's Name Esther Kellie

Your Position and Duties Hospital Food Service attendant; processing room service orders, serving patients meals, interacting with patients & family by taking orders via phone and input in computer, collaborating with family and dieticians regarding dietary needs.

Dates of Employment: From 2011 To _____

Reason for Leaving: _____

Name and Address of Employer _____

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

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 09/25/2019

1811004012

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME SIA HELLEN MATTURI	1b. YOUR SOCIAL SECURITY NUMBER 74547 9522
2a. HOME ADDRESS (Number, Street, or Rural Route) 553 WINDCHASE LANE, STONE MOUNTAIN	2b. CITY, STATE AND ZIP CODE GEORGIA, 30083

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8

3. MARITAL STATUS

(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

- A. Single: Enter 0 or 1 ☒ 1 ☐ 0
- B. Married Filing Joint, both spouses working:
Enter 0 or 1 ☐ 0 ☐ 1
- C. Married Filing Joint, one spouse working:
Enter 0 or 1 or 2 ☐ 0 ☐ 1 ☐ 2
- D. Married Filing Separate:
Enter 0 or 1 ☐ 0 ☐ 1
- E. Head of Household:
Enter 0 or 1 ☐ 0 ☐ 1

4. DEPENDENT ALLOWANCES

10

5. ADDITIONAL ALLOWANCES

10

(worksheet below must be completed)

6. ADDITIONAL WITHHOLDING

\$

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES

(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:

Yourself: ☐ Age 65 or over ☐ BlindSpouse: ☐ Age 65 or over ☐ Blind

Number of boxes checked _____ x 1300 _____ \$

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:

A. Federal Estimated Itemized Deductions (if Itemizing Deductions) _____ \$ 0

B. Georgia Standard Deduction (enter one): Single/Head of Household \$4,600
Each Spouse \$3,000

\$ 4,600

C. Subtract Line B from Line A (if zero or less, enter zero) _____ \$

D. Allowable Deductions to Federal Adjusted Gross Income _____ \$

E. Add the Amounts on Lines 1, 2C, and 2D _____ \$

F. Estimate of Taxable Income not Subject to Withholding _____ \$

G. Subtract Line F from Line E (if zero or less, stop here) _____ \$

H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above _____ \$

(This is the maximum number of additional allowances you can claim. If the remainder is over \$1,500 round up)

7. LETTER USED (Marital Status A, B, C, D, or E)

TOTAL ALLOWANCES (Total of Lines 3 - 5)

(Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.

a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here ☐b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act as provided on page 2. My state of residence is _____ My spouse's (servicemember) state of residence is _____. The states of residence must be the same to be exempt. Check here ☐

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature Sia MatturiDate 09/25/2019

Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding. If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, P.O. Box 49432, Atlanta, GA 30359.

9. EMPLOYER'S NAME AND ADDRESS:

EMPLOYER'S FEIN:

EMPLOYER'S WH#:

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 3 - 7.

Name-Based Criminal Background History Record Information Consent/Inquiry Form

I hereby authorize _____ Alto Police Department _____ to conduct an inquiry for
Agency/Company
_____ (company) with the purpose(s) listed below and receive any Georgia
and/or national criminal background history record information as authorized by state and federal law.

Full Name (print)	SIA HELLEN MATTURI		
AKA name(s)	553 WINDCHASE LANE, STONE MOUNTAIN, GEOR		
Address	553 WINDCHASE LANE, STONE MOUNTAIN GEORGIA, 30083		
Sex	Race	Date of Birth	Social Security Number
F	AFRICAN	10/24/94	745479522

☐ This authorization is valid for _____ days from date of signature.

☒ I, SIA HELEN MATTURI, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.

Ranier

Signature

09/25/2019
Date

Purpose Code Used: (check one that apply)

	E - Employment
	N - Working with Elderly
	W - Working with Children

Official use only:

Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

The inquiry resulted in the following: (check all that apply)

	No Criminal Record Available
	Criminal Record (Attached/Released)
	No NCIC/GCIC Warrant
	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: _____

Wanting Agency Telephone: _____

Agency Designee Signature and Title

Date _____



Non-Profit Associate, Subcontractor and Temporary Employee

HEALTH REPORTING AGREEMENT*

** Applies to all associates of Non-Profit Group, Subcontractor or Temporary Employee*

This form must be completed at least once every 12 months.

The purpose of this agreement is to ensure that you notify the Levy manager or other person in charge when you experience any of the conditions listed so that management can take appropriate steps to prevent the transmission of foodborne illness.

I AGREE TO REPORT TO THE MANAGER OR OTHER PERSON IN CHARGE:

FUTURE SYMPTOMS AND CONDITIONS:

IMPORTANT: It is not necessary to report symptoms, such as diarrhea, associated with chronic medical conditions or illnesses.

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small)

FUTURE MEDICAL DIAGNOSIS:

1. Any diagnosis of foodborne illness
2. Diagnosis of being ill with Norovirus, Typhoid Fever (Salmonella Typhi), Shigellosis, Salmonellosis, E. coli O157:H7 or other EHEC/STEC infection, Hepatitis A infection or (California only) Amebiasis.

FUTURE HIGH-RISK EXPOSURES:

1. Exposure to or suspicion of causing any confirmed outbreak of foodborne illness
2. A household member diagnosed with a foodborne illness
3. A household member attending or working in a setting experiencing a confirmed outbreak of foodborne illness

I HAVE READ (OR HAD EXPLAINED TO ME) AND UNDERSTAND MY RESPONSIBILITIES UNDER THIS AGREEMENT TO COMPLY WITH:

1. Reporting requirements specified above involving symptoms, conditions, diagnoses, and high-risk exposures
2. Work restrictions or exclusions that are imposed upon me
3. Good hygienic practices

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE TERMS OF THIS AGREEMENT MAY LEAD TO DISCIPLINARY ACTION UP TO ANY INCLUDING TERMINATION OF EMPLOYMENT WITH LEVY.

Name (please print): SIA HELLEN MATTURI

Signature: _____

Sia

Date: 09/25/2019

Levy Manager's Signature:
(or other person in charge)

Date: _____