

**Submission Date** 09-16-2019 17:07:09

**First Name**

Micheal

**Last Name**

Castillo

**E-mail Address**

michealcastillo14@gmail.com

**Phone**

9162147148

**Address**

El Gato Ct.

**Unit or Number**

9175

**City, State**

Elk Grove

**Zip Code**

95624

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

- Sacramento

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

- Server
- Busser
- Barback
- Dishwasher

**Are you applying for:**

- Full-Time
- Part-Time

**When can you start?**

 Monday, September 23, 2019

**Can you work overtime?**

Yes

**How did you hear about us?**

- Google

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

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

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

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

No

**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, California

**Grade/Degree**

Junior

**Graduated?**

No

**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")**

No

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

Yes

**Special:**

I am computer literate in Microsoft Word, powerpoint and Adobe Photoshop.

I worked in retail as a stock lead and sales associate for 2 years. I trained many other sales associates and stock room workers. I am willing to work long shifts and overtime on my feet.

**Are you currently employed?**

No

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

Mack Riley  
3771 Channel Dr.

**Type of Business**

Outdoor furniture company

**Phone Number**

2099968226

**Your Position & Duties**

Graphic/Web Designer

**Duties:**

- I took photos of products and used Photoshop to color correct wicker types
- I created sale, new product, and coming soon banners for the company website and vendors
- I placed our furniture in backgrounds such as backyard patios, poolsides, balconies, etc. so that customers could visualize the product in their homes.
- I filled photo requests for other vendors so that they could show new and unique angles for their websites.

Shipping Clerk

**Duties:**

- I went through all incoming orders and prioritized orders based off of order dates.
- I arranged truckloads of product based on product size and weight and the size of the freight trailers provided by the trucking company.
- I entered orders into different vendor portals and fulfilled the orders to be shipped out.

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

08/13/2018-08/23/2019

**Reason for Leaving**

Laid off for school schedule

**Still Employed:**

No

**Name and Address of Employer**

Chris Taylor

**Type of Business**

Shoe Palace

**Your Position & Duties**

Sales Associate

**Duties:**

- I greeted every customer that came into the store and made sure I was available to everyone needing assistance.
- I provided options for customers based on what style, comfort, and function of shoe needed.
- I was quick and efficient grabbing shoes for customers while providing superb customer service.
- I helped multiple customers at a time and I am able to adjust to busy times.
- I took advantage of down time to recover the showroom as well as the stockroom.

Stock lead

**Duties:**

- I unloaded shipments every week and did inventory checks to make sure all product was received.
- I arranged shoes on racks based on brand, style, name, and size.

- I up kept all of the shoes on racks in stockroom to make it easier to pick for customers.
- I put away go backs to make sure aisles were clear for sale associates to move quickly through the stockroom.

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

05/2015-07/2017

**Reason for Leaving**

Transferred to Los Angeles for school

**Still Employed:**

No

**Name and Address of Employer**

Micheal Castillo

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

No, I have not.

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

No, I have not.

**First Name**

Mack

**Last Name**

Riley

**E-mail Address**

mack.riley93@yahoo.com

**Phone**

2099968226

**Relationship:**

Prior Supervisor

**Years Acquainted:**

1

**First Name**

Royce

**Last Name**

Kilby

**Years Acquainted:**

13

**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):**

Micheal Castillo

**Date:**

 Monday, September 16, 2019

