



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 Begina V. Dowell Date: 1-7-2020  
Home Telephone (479) 748 1043 Other Telephone ( ) \_\_\_\_\_  
Present Address 3058 5921 Fairfield Estates Drive Lithonia GA  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: FSW Salary desired: 12.00+

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 M. Brown 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
AM							
PM							

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 See Resume

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: \_\_\_\_\_

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 \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

RD 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.

RD 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.

RD 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.

RD 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.

RD 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 Rugina Donnell Date 1-7-2020



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## STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME <u>Ragina Yvette Howell</u>	1b. YOUR SOCIAL SECURITY NUMBER <u>252-79-4802</u>
2a. HOME ADDRESS (Number, Street, or Rural Route) <u>5921 Fairfield Estates Drive</u>	2b. CITY, STATE AND ZIP CODE <u>Lithonia, Georgia 30058</u>

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 ..... [ ]
- B. Married Filing Joint, both spouses working:  
Enter 0 or 1 ..... [ ]
- C. Married Filing Joint, one spouse working:  
Enter 0 or 1 or 2 ..... [ ]
- D. Married Filing Separate:  
Enter 0 or 1 ..... [ ]
- E. Head of Household:  
Enter 0 or 1 ..... [1]
4. DEPENDENT ALLOWANCES ..... [2]
5. ADDITIONAL ALLOWANCES ..... [ ]  
(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 ☐ Blind  
Spouse: ☐ Age 65 or over ☐ Blind      Number of boxes checked \_\_\_\_\_ x 1300 ..... \$ \_\_\_\_\_
2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:
- A. Federal Estimated Itemized Deductions ..... \$ \_\_\_\_\_
- B. Georgia Standard Deduction (enter one):      Single/Head of Household      \$2,300  
Each Spouse ..... \$1,500      \$ \_\_\_\_\_
- C. Subtract Line B from Line A ..... \$ \_\_\_\_\_
- 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) E TOTAL ALLOWANCES (Total of Lines 3 - 5) 3

(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 Ragina Howell Date 1-7-2020

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.

*Levy*

## 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):

Regina Howell

Signature:

Regina Howell

Date: 1-7-2020

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

Date:

# REGINA Y. DOWELL

reginaydowell@yahoo.com

678-748-1043

5921 Fairfield Estates Drive Lithonia, Ga. 30058

## SUMMARY OF SKILLS

Customer Service experience

Clerical/Administrative (10+ years),

10 years Data Entry, (10-key 11,000kph and 70 wpm)

Proficient in Windows, Microsoft Office Suite (including Excel and PowerPoint) Avaya/Avaya IC, ACD phone system

Warehouse (packing, shipping, picking, rf scanning)

## EMPLOYMENT HISTORY

Lyft. Driver	1/2019- Current
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Staffmark Lithia Springs Warehouse Associate	11/2017-12/2018
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- Picking
- Packing
- Scanning
- Housekeeping

Masis Staffing Morrow, Georgia Warehouse Associate/ Data Entry/Production	1/2016-10/2017
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- Input product serial numbers into database accurately for inventory purposes
- Sort products into appropriate categories for repair
- Insert graphic products into envelopes and boxes to prepare for shipping • Inventory
- Housekeeping
- Shipping/Receiving/Packing

TDS Front Office Administrator	Ellenwood, Georgia	12/2010-12/2017
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- Answered telephones
- Sales
- Maintained Owner's Calendar for meetings
- Mail correspondence
- Maintained office supplies
- Driver for small deliveries
- Bank deposits
- Route scheduling
- Warehouse/storage duties, including loading, packing, production and inventory management
- Data Entry
- Accounts Receivable and Accounts Payable

Country Inn & Suites-Buckhead Front Desk Rep/Night Auditor (FT)	Atlanta, Georgia	04/2008 – 05/2009
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- Check guests in and out and informing guests of daily hotel information • Reservations
- Monitored Surveillance Cameras/and Monitored and Secured Lobby
- Cash handling
- Process daily audit reports
- Settle and Balance all credit, debit, cash, and direct bill payments of the day
- Housekeeping and food prep
- Arranged transportation to and from airport and surrounding attractions
- Promote Sales

- Sales Associate for Hotel store that sold beverages, snacks, desserts, etc.

#### EDUCATION

Strayer University

Lithonia, Georgia Bachelor of Administration Degree – In Progress