



## 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 Tameka A. Dunn Date: 2/19/20

Home Telephone (404) 4375 Other Telephone 333 365-4739

Present Address 4375 Cascade Road, Atlanta Ga 30331 0217

Permanent Address, if different from present address:

Email Address Divinechansuwan@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Delta Salary desired \$11.00

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 \_\_\_\_\_ 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.*

<u>SPECIFY HOURS AVAILABLE</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
<u>DAILY</u>							
AM							
PM							

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

## See RESUME

### 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. (        ) \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (        ) \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (        ) \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

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**

JD

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.

JD

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.

JD

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.

JD

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 Monica A. Olsen

Date 2/19/20



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## STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME

Tameka A. Dunn

2a. HOME ADDRESS (Number, Street, or Rural Route)

4375 Cascade Rd

2b. CITY, STATE AND ZIP CODE

Atlanta Ga 30331 Q217

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 [ ]

4. DEPENDENT ALLOWANCES [ ]

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  BlindSpouse:  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 \$ \_\_\_\_\_

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) 2

(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 Tameka A. Dunn Date 2/19/20

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:

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.

# 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): Tameka A. Dunn

Signature: Tameka A. Dunn

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

# Tameka A. Dunn

(323) 365-4739 [Divinechansawang@yahoo.com](mailto:Divinechansawang@yahoo.com)

I am seeking Fulltime employment with a company that I can grow with and utilize my Business and Administrative Skills. I have a background as a Previous Salon owner and President for a Nonprofit Organization, Executive Secretary, Legal assistant and secretary.

## EDUCATIONAL OVERVIEW

**Paul Mitchell the School - Atlanta, GA June 2011**  
Master Cosmetology- Graduated with Honors

**Strayer University – Douglasville, GA May 2021**  
BA Criminal Justice (Criminal Behavior-Legal Studies)

## BUSINESS EXPERIENCE

**Thaieyes Design Salon (Freelance Stylist)**  
Douglasville, GA

Jan 2013-May 2019

Owner / Operator/Delivery

Handle ordering supplies for Hair Salon along with restocking products. I expedited all book keeping and tax filing documents along with working with local vendors. I am trained on all hair styling techniques, waxing, facials, manicure and pedicure, make-up needs.

Adaptability: Adapt to changing work environments, while managing competing demands and altering Approach/method to best fit situations.

Communication: Effectively manage employees, while communicating in a professional manner.  
Attention to Detail: Meticulously maintain reports, supply ordering, and office paperwork.

Delivery: Picked up all special orders and set up all equipment. I also handled the delivery and step of all equipment.

**Bliss Salon and Day Spa**  
Douglasville, Ga

Sept 2014-2016

My job description included building relationships with the vendor's, creating schedules for 11 stylists. Setting up and breaking down wall resets for the monthly promotions and displays. I was also responsible for all the ordering

**Blue Star Families, Onslow County North Carolina**

Onslow County, North Carolina

August 2008-November 2008

We organized book drives and baby showers for deployed service member's families. We also attended political events and I spoke at several engagements to assist with those spouses who may have been suffering with a loss of a love one who was serving overseas. This organization started from First Lady Michelle Obama who wanted to ensure that The Military spouses didn't fell alone during their spouse's deployment.

**Pertinent Coursework**

Microsoft word and spreadsheets, Data entry and Filing of records, Book keeping and depositing of funds and recording keeping of all money received and payout for community events. Legal assistant back ground as well. Legal Filing prepared citizen files for attorneys. (I interned at The Office of The Public Defenders in Silver Spring,MD for 6 months)