

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 CHER DESIREE DUKE Date: 12/26/13
 Home Telephone (415) 8424-7672 Other Telephone ()
 Present Address 323 HEATHER DR. SAN PABLO, CA. 94806
 Permanent Address, if different from present address:
 Email Address cherduke@hotmail.com

EMPLOYMENT DESIRED

Position applying for: SERVER Salary desired: NEGOTIABLE

Are you currently registered with any staffing and/or employment agencies? If so, please list
NO

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? 12/26/13

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	<u>ALL</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
PM	<u>ALL</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
NONE

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when?

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒ If yes, please state name and relationship

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐

State age if you are under 18 . If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.) _____

Have you ever been convicted of a felony within the past seven years other than a conviction for marijuana possession or that resulted in a referral to, and participation in, any pretrial or post trial diversion program? (Please note that conviction of a crime is not an automatic bar to employment—all circumstances, including the nature, date and relevance of the offense to the position applied for will be considered.)

Yes ☐ No ☒

Have any of these convictions as described above involved fraud, embezzlement, passing checks, forgery, and theft, including identity theft? If yes, please state the nature of the crime(s), when and where convicted and the disposition of the case. If yes, state nature of the crime(s), when and where convicted, and disposition of the case(s). _____

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
CAL STATE EAST BAY	HAYWARD CA.	ENGINEERING	NOT YET
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special: BANQUET COORDINATION AND MANAGEMENT			

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 BAYSIDE CAFE SAUSALITO, CA.
Type of Business RESTAURANT Telephone No. (415) 331-2313 Supervisor's Name ALISE DAVARY
Your Position and Duties SERVER, BARISTA

Dates of Employment: From 4/13 To 8/13 Weekly Pay: Starting 9:00 HR Ending 9:00 HR
+TIPS +TIPS

Reason for Leaving: LEAVE OF ABSENCE - WENT TO TEXAS

Name and Address of Employer WILDFOX RESTAURANT NOVATO, CA.

Type of Business RESTAURANT Telephone No. (415) 883-9125 Supervisor's Name MINDY BAGWELL

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties SERVER, COCKTAIL SERVER

Dates of Employment: From 7/04 To 7/11 Weekly Pay: Starting 8.50 Ending 8.50
+TIPS +TIPS

Reason for Leaving: MATERNITY, CHILDCARE

Name and Address of Employer ROMANO'S MACARONI GRILL EL CERRITO, CA.

Type of Business RESTAURANT Telephone No. (510) Supervisor's Name BLAISE DEALSA

Your Position and Duties SERVER

Dates of Employment: From 12/03 To 12/04 Weekly Pay: Starting 8.50 Ending 8.50
+TIPS +TIPS

Reason for Leaving: NEW JOB

Name and Address of Employer GUAYMAS RESTAURANT TIBURON, CA.

Type of Business RESTAURANT Telephone No. (415) 435-6300 Supervisor's Name ROB NELSON

Your Position and Duties SERVER, COCKTAIL SERVER, BANQUET MANAGER

Dates of Employment: From 7/92 To 1/03 Weekly Pay: Starting 8.00+ Ending SALARY
TIPS + 5% COMMISSION

Reason for Leaving: RETURNED TO SCHOOL

Have you ever been fired from any previous place of employment? If so, please explain: NO

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No X
If so, describe:

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: CARLENE OWENS Telephone No. (510) 964-7880

Address 2302 LA SALLE DR. PINOLE, CA.

Occupation: RETIRED Relationship: FRIEND Number of Years Acquainted: 12

Name: SHERLY POST Telephone No. (510) 619-4734

Address 6005 EL DORADO ST. EL CERRITO, CA.

Occupation: RETIRED Relationship: FRIEND Number of Years Acquainted: 10

Name: PAM BRIDANT Telephone No. (510) 685-9142

Address CONCORD

Occupation: CITY EMPLOYEE Relationship: FRIEND Number of Years Acquainted: 5

Please Read Carefully, Initial Each Paragraph and Sign Below

 Q 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.

 Q 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.

 Q 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.

 Q 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.

 Q 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 *Chun O. Vello* **Date** 12/26/13