

## 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 Jessica Gutierrez Date: March 17, 2014  
Home Telephone (510) 887-1618 Other Telephone (510) 258-8868  
Present Address 26269 Flamingo Ave Hayward CA 94544  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Jessica.Gutierrez.9.11@gmail.com

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: 13.00

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? March 20

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	any time	before 2	/	/	/	any time	any time
PM			/	/	/		

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

### 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.

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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?
Mt Eden High School	Hayward CA	yes	yes, 2013
Cal State East Bay	Hayward CA	In Progress	
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	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."		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:			

## 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 Silvia Gutierrez (Marcone Center)

Type of Business Convention Center Telephone No. (660) 739-3808 Supervisor's Name Silvia Gutierrez

Your Position and Duties Cleaned up during events, vacuumed booths

Dates of Employment: From 2009 To Present Weekly Pay: Starting 13.57 Ending 17.57

Reason for Leaving: temporal job

Name and Address of Employer Oasis grill / ziggy's Burgers

Type of Business restaurant / catering Telephone No. (415) 810-4661 Supervisor's Name Hesham

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Your Hospitality Staffing Professionals

Your Position and Duties table Food to tables, clean table, Cashier,  
re-stock, make milkshakes

Dates of Employment: From June 2013 To Aug 2013 Weekly Pay: Starting 10.57 Ending 10.57

Reason for Leaving: began college

Name and Address of Employer HysL (Hayward youth Soccer League)

Type of Business Soccer League Telephone No. (910) 377-6476 Supervisor's Name David Gonzales

Your Position and Duties worked at the snack bar (cashier)

Dates of Employment: From 2010 To 2012 Weekly Pay: Starting 8.50 Ending 9.50

Reason for Leaving: only worked during soccer season

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

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_\_\_ No ☒  
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: Silvia Gutierrez Telephone No. (650) 739-3808

Address \_\_\_\_\_

Occupation: Manager (Moscone) Relationship: aunt Number of Years Acquainted: \_\_\_\_\_

Name: David Gonzales Telephone No. (910) 377-6476

Address \_\_\_\_\_

Occupation: HysL (Coordinator) Relationship: \_\_\_\_\_ Number of Years Acquainted: 2

Name: Husham Telephone No. (415) 810-4651

Address \_\_\_\_\_

Occupation: Restaurant owner Relationship: BOSS Number of Years Acquainted: 1