

## Employment Application

816-501-9087

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 KAMALA LANA Date: 2/1/17  
 Home Telephone (415) 412 8373 Other Telephone ( ) \_\_\_\_\_  
 Present Address 677 ARGUELLO BLVD # 107  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address KLAMASE@HOTMAIL.COM

### EMPLOYMENT DESIRED

Position applying for: FOOD SERVICE OR CLERICAL WORK Salary desired: 15 per hour  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
JUST with ACROBAT

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.*

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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? 2013  
 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.  
 Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No \_\_\_

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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.) \_\_\_\_\_

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
MEECH COLLEGE		ASSOCIATE	✓
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: GIANT GAME CASHIER, COOK HELPER, INDIAN FOOD, AMERICAN AIRLINES COMPUTER SABRE SYSTEM			

## 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 HOLIDAY ADVENTURE TOURS  
 Type of Business TRAVEL Telephone No. (415) 9563900 Supervisor's Name MAHADEV GURUNG  
 Your Position and Duties SALES ASSOCIATE

Dates of Employment: From 2013 To Present Weekly Pay: Starting COMMISSION Ending \_\_\_\_\_

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

Name and Address of Employer VA MEDICAL CENTER  
 Type of Business CANTINA Telephone No. (415) 2214800 Supervisor's Name DEWITT HAWKINS  
 Your Position and Duties \_\_\_\_\_

Dates of Employment: From 2009 To 2014 Weekly Pay: Starting 13 hours Ending \_\_\_\_\_

Reason for Leaving: WFL CHANGE and upgrade

Name and Address of Employer VA MEDICAL CENTER  
4150 CLEMENT ST SAN FRANCISCO CA 94121

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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

Telephone No. (\_\_\_\_) \_\_\_\_\_

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

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

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

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_

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: HELEN ONG

Telephone No. (415) 788 8882

Address 150 POST ST

Occupation: SALES AGENT Relationship: FRIEND Number of Years Acquainted: 10

Name: ROBIN G

Telephone No. (415) 4250162

Address LOS ANGELES

Occupation: INFORMATION TECHNICIAN Relationship: FRIENDS Number of Years Acquainted: 15

Name: VINCENT KWONG

Telephone No. (415) 808 0808

Address 150 POST ST #340 SAN FRANCISCO CA 94105

Occupation: MANAGER Relationship: TRAVEL WORK Number of Years Acquainted: 15

Please Read Carefully, Initial Each Paragraph and Sign Below

KL

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.

KL

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.

KL

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.

KL

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.

KL

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

Kendra Lamm

Date

2/1/17

**NOTICE TO EMPLOYEE***Labor Code section 2810.5***EMPLOYEE**Employee Name: Kamala LamStart Date: React - 2-1-17**EMPLOYER**Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☒ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**WAGE INFORMATION**Rate(s) of Pay: Cash - 13.50 / Concess 13.50 Self 13.50 Overtime Rate(s) of Pay: 1.5xRate by (check box): ☐ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission☐ Other (provide specifics): \_\_\_\_\_Does a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ NoIf yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

## WORKERS' COMPENSATION

Insurance Carrier's Name: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- ☒ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Jamie Goodman  
(PRINT NAME of Employer representative)

[Signature]  
(SIGNATURE of Employer Representative)

2/1/17  
(Date)

KAMALA LAM  
(PRINT NAME of Employee)

Kamela Lam  
(SIGNATURE of Employee)

2/1/17  
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

Cashier Test

Score / 15

- 1) A roll of quarters is worth?  
a) \$5.00  
☒ b) \$10.00  
c) \$15.00  
d) \$20.00
- 2) A roll of dimes is worth?  
☒ a) \$5.00  
b) \$4.00  
c) \$3.00  
d) \$2.00
- 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
☒ d) \$2.00
- 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
☒ c) \$0.50  
d) \$0.25
- 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
☒ c) Point of sales  
d) People over service
- 6) What is the current sales tax rate in your city 9 %?
- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
☒ c) \$7.06  
d) \$5.06
- 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
☒ b) \$14.50  
c) \$9.50  
d) \$4.50
- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
c) \$10.00  
☒ d) \$12.00
- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
☒ a) \$78.50  
b) \$58.50  
c) \$38.50  
d) \$28.50

11) Counterfeit pens should be used on which three denominations?

- ☒ a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- ☒ a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

- 13) What is the minimum age for legal alcohol purchases? 21 OVER
- 14) What are the acceptable forms of ID for alcohol purchases? photo ID with (DMV) with age
- 15) How many \$20 bills are in a bank band? \_\_\_\_\_



**Multiple Choice** (1 point each)

- \_\_\_\_\_ 1) A gallon is equal to \_\_\_\_\_ ounces
- ☒ a. 56
  - b. 145
  - c. 32
  - d. 128
- \_\_\_\_\_ 2) Mesclun are what type of vegetable?
- ☒ a. Roots
  - b. Beans
  - c. Salad Greens
  - d. Spices
- \_\_\_\_\_ 3) What does the term braise mean?
- ☒ a. Sear quickly on both sides
  - b. Slowly cook in covered pan with little liquid
  - c. Cook on high heat and quickly
  - d. Slowly cook in simmering water
- \_\_\_\_\_ 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- ☒ a. 155 degrees F
  - b. 165 degrees F
  - c. 175 degrees F
  - d. 185 degrees F
- \_\_\_\_\_ 5) How do you blanch vegetables?
- a. Immerse for a short time in boiling water
  - ☒ b. Cook lightly in butter over med heat
  - c. Soak in cold water overnight
  - d. Rub with salt before cooking
- \_\_\_\_\_ 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
  - b. Salt
  - c. Brown Sugar
  - ☒ d. White Sugar
- \_\_\_\_\_ 7) What is Al Dente?
- ☒ a. Firm but not hard
  - b. Soft to the touch
  - c. Very hard
  - d. Very soft
- \_\_\_\_\_ 8) Food should be left out no more than
- ☒ a. 2 hours
  - b. 3 hours
  - c. 4 hours
  - d. 5 hours

## Prep Cooks Test

---

- \_\_\_\_\_ 9) Which is the improper way to thaw frozen food?
- ☒ a. In the fridge
  - b. In a sink with cold water
  - c. On the counter
  - d. In the microwave
- \_\_\_\_\_ 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - ☒ d. Water
- \_\_\_\_\_ 11) What is the temperature range of the danger zone?
- ☒ a. 25-135
  - b. 40-140
  - c. 50-160
  - d. 30-130
- \_\_\_\_\_ 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
  - b. Mince, chop, dice
  - c. Chop, dice, Mince
  - ☒ d. Mince, dice, chop
- \_\_\_\_\_ 13) Which direction should pan handles be turned while cooking on the stove?
- ☒ a. Over the fire at all times
  - b. Turned towards you for better control
  - c. Turned towards the right or left at all times
  - d. Over the countertop at all times
- \_\_\_\_\_ 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - c. Liquid
  - ☒ d. Oil
- \_\_\_\_\_ 15) Which spoon is used to remove fat from soups and stews?
- a. Basting Spoon
  - b. Ladle
  - ☒ c. Slotted Spoon
  - d. Portion Spoon
- \_\_\_\_\_ 16) Which of the following means to cook in a small amount of fat?
- ☒ a. Season
  - b. Sauté
  - c. Broil
  - d. Boil
  - e. Fry

## Prep Cooks Test

\_\_\_\_\_ 17) What is a Julien cut?

- ☒ a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

\_\_\_\_\_ 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- ☒ b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) \_\_\_\_\_ & \_\_\_\_\_ are the basic seasoning ingredients for all savory recipes.

20) Mince : to cut into very small pieces when uniformity of size and shape is not important.



## 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 KAMALA LAMA Date: 5/9/14  
 Home Telephone ( 415 ) 876 1820 Other Telephone ( 415 ) 412 8373  
 Present Address 677 ARGUELLO BLVD #107 SAN FRANCISCO CA 94118  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address KLAMASF@HOTMAIL.COM

### EMPLOYMENT DESIRED

Position applying for: SERVER, COOK, CASHIER Salary desired: 18.00  
 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 JOSEPH VASQUEZ 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? 15 MAY

*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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AVAILABLE DAILY	✓	5 PM ONWARD	5 PM ONWARD				✓
AM	✓						✓
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.

# 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?
BHADRAPUR MULTIPURPOSE	BHADRAPUR JHAPA		YES
HIGH SCHOOL MECH CAMPUS	ASSOCIATE DEGREE	ECONOMICS	YES
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: AMERICAN AIRLINE SABRE SYSTEM, COOK IN INDIAN RESTAURANT RASOT INDIAN CUISINE			

## 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. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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

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

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

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

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

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Your Position and Duties FOOD SERVICE WORKER

Dates of Employment: From 2009 To PRESENT Weekly Pay: Starting 11.25 Ending \_\_\_\_\_

Reason for Leaving: STILL THERE PARTTIME

Name and Address of Employer VA MEDICAL CENTER

Type of Business HOSPITAL Telephone No. (415) 221 4810 Supervisor's Name DEWITT HAWKINS

Your Position and Duties CASHIER Greeting customers, set up food areas and table  
Carts food, beverage. All food supplies, paper, goods are maintained for  
daily operation

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

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

Name and Address of Employer HOLIDAY ADVENTURE TRAVEL

Type of Business \_\_\_\_\_ Telephone No. (415) 956 3900 Supervisor's Name MAHADEV GURUNG

Your Position and Duties customer service and sales. Handled domestic  
and international reservation for its customers

Dates of Employment: From 1999 To 2009 Weekly Pay: Starting 2500 per month Ending 3000.00 per month

Reason for Leaving: slow business

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: UDIM GURUNG Telephone No. (415) 885 2185

Address 21 & GEARY SAN FRANCISCO

Occupation: CHEF Relationship: FRIENDS Number of Years Acquainted: 19 YEARS

Name: ARUN Telephone No. (415) 397 1836

Address GEARY STREET MILRUN TOURS

Occupation: SALES ASSOCIATE Relationship: FRIEND Number of Years Acquainted: 10 YEARS

Name: BRENT VARGES Telephone No. (415) 221 4870 HR

Address 4150 CLEMENT ST SFO CA 94121

Occupation: SERVICE Relationship: FRIEND Number of Years Acquainted: 6 YRS

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

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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** \_\_\_\_\_ **Date** \_\_\_\_\_



**ADDITIONAL INFORMATION - SAN FRANCISCO**

Name: KAMALA Lama

What is your means of transportation?

           Car ✓ Public Transit ✓ Occasional Car

Are you interested in carpool?

✓ Rider            Driver            Not Interested

What is your work interest?

           Full Time ✓ Part Time ✓ Same Day

Please select the uniforms you own:

<u>          </u> Black Vest	<u>          </u> Business Casual	<u>          </u> Black Chef Pants
<u>          </u> Bowtie	<u>          </u> Business Professional	<u>          </u> Checkered Chef Pants
<u>          </u> Black Bistro	<u>          </u> Chef Knives	<u>          </u> Khakis & Polo
<u>          </u> White Bistro	<u>          </u> Chef Whites	<u>          </u> 1/2 Tuxedo (No Jacket)
		<u>          </u> Tuxedo w/ Jacket

Please select the areas in which you have at least 6 mos. professional experience:

<u>          </u> Corporate Kitchen	<u>✓</u> Catering/Banquet	<u>✓</u> Restaurant/Café	<u>          </u> Warehouse/Utility
<u>          </u> DW/Porter/Utility	<u>✓</u> Fine Dining	<u>✓</u> Conventions/Event	<u>          </u> Stadium/Arena
<u>          </u> Captain/Manager	<u>✓</u> Office Help		
<u>✓</u> Food Demonstrator		<u>          </u> Housekeeping	

Please select the areas where you are willing to work:

<u>✓</u> SF - City	<u>          </u> SJ - Central
<u>          </u> SF - East Bay	<u>          </u> SJ - East (South of 580)
<u>          </u> SF - North	<u>          </u> SJ - Outer Area
<u>          </u> SF - Outer East Bay	<u>          </u> SJ - Peninsula (South of I-92)
<u>          </u> SF - Peninsula (North of I-92)	<u>          </u> SJ - South

Are you fluent in any other languages? (please list)

HINDI, NEPALI

Are you familiar with any POS systems? (please list: i.e., ALOHA, MICROS, SQUIRREL)

How did you hear about Acrobat Outsourcing?

FRIEND

Emergency Contact: (must complete)

Name: MAHADEV Lama Phone: 415 812 9207 Relationship: HUSBAND



Date 05/09/14

Name Kamala Lama

Address 677 ARGUELLO BVD #107  
SAN FRANCISCO CA 94118

**Offer Letter & Acknowledgment**

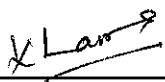
Acrobat Outsourcing is pleased to offer you a position as: convention, concessions

- Position at the rate(s) of \$ 11.00 per hour starting on 05/09/14.

This offer is contingent upon satisfactory completion of the background check process. By accepting this offer, you also agree to comply with the policies set forth by the company and acknowledge the guidelines that are shared with you at the time of hire.

**ACCEPT Job Offer**

By signing and dating this letter below, I, Kamala Lama, accept this job offer of \_\_\_\_\_ by Acrobat Outsourcing.

Signature  Date 5/9/14

**OR**

**DECLINE Job Offer**

By signing and dating this letter below, I, \_\_\_\_\_, decline this job offer of \_\_\_\_\_ by Acrobat Outsourcing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

By accepting a job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment. Your employment is at will and either Acrobat Outsourcing or you may terminate the relationship with or without cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses is a requirement of employment and you agree to report such injuries and/or illnesses as required. Acrobat Outsourcing reserves the right to change the hours, wages, and working conditions at any time based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager contact Acrobat Outsourcing.



**SENSITIVE BUT UNCLASSIFIED****Department of Homeland Security****Report Prepared: 05/09/2014****E-Verify****Page: 1 of 1****Case Verification Number: 2014129164304PD****Case Information:****Employee Information:**

Last Name:	Lama	First Name:	Kamala
Middle Initial:		Other Names Used:	
Social Security Number:	*** ** 6141	Date of Birth:	05/15/1958
Citizenship Status:	A citizen of the United States	Email Address:	

**Document Information:**

List B Document:	Driver's license or ID card issued by a U.S. state or outlying possession	List C Document:	Social Security Card
Document Name:	Driver's license	Document State:	California
Driver's License or ID Card Number:		Document Expiration Date:	05/15/2018
Alien Number:		I-94 Number:	

**Additional Information:**

Hire Date:	05/09/2014	Employer Case ID:	
Three-Day Rule Reason:		Three-Day Rule - Other:	
Submitted By:	TALV5531	Submitted On:	05/09/2014

**Initial Case Result:**

Case Result:	Employment Authorized
--------------	-----------------------

**Employee Referred to SSA:**

Referred By:	Referred On:
--------------	--------------

**Case Result from SSA (after SSA Tentative Nonconfirmation):**

Case Result:	Response Date:
--------------	----------------

**Resubmitted to SSA (after Review and Update Employee Data):**

Last Name:	First Name:
Middle Initial:	Other Names Used:
Social Security Number:	Date of Birth:
Resubmitted By:	Resubmitted On:

**Case Result from SSA (after Resubmission):**

Case Result:
--------------

**Request Name Review:**

Comments:	
Submitted By:	Submitted On:

**Case Result from DHS (after DHS Verification in Process):**

Case Result:	Response Date:
--------------	----------------

**Employee Referred to DHS:**

Referred By:	Referred On:
--------------	--------------

**Case Result from DHS (after DHS Tentative Nonconfirmation):**

---

Case Result:

Response Date:

**Photo Matching Results:**

---

Determination:

**Employee Referred to DHS (Additional):**

---

Referred By:

Referred On:

**Case Result from DHS (after Additional DHS Tentative Nonconfirmation):**

---

Case Result:

Response Date:

**Case Closure:**

---

Closure Statement:

The employee continues to work for the employer after receiving an Employment Authorized result.

Closed By:

TALV5531

Closed On:

05/09/2014

---

---

**SENSITIVE BUT UNCLASSIFIED**

## IMAGE RELEASE FORM

I hereby grant Acrobat Outsourcing, its representatives, agents and or employees the right to take photographs of me in connection with my employment with Acrobat Outsourcing for internal use and identification purposes.

**I am 18 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.**

*[Handwritten Signature]*

(Signature)

KAMOLA LAMA

(Printed or Typed Name)

677 ARGUELLO BLVD #107

Address

05/09/14

(Date)

415 412 8373

Phone

SAN FRANCISCO

City, State, Zip Code

