

## Employment Application (SAN FRANCISCO)

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 Ronnie Randle Date: \_\_\_\_\_  
 Home Telephone (415) 240-7813 Other Telephone (415) 776-5925  
 Present Address 1445 CHINOOK CT SAN FRANCISCO, CA 94130  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Ronnie.randle@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Dishwasher Housekeeping Salary desired: \_\_\_\_\_  
 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.**

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	open	open	open	open	open	open	open
PM	All	All	open	open	open		
	All	All	open	open	open		

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: NO

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

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?
Y-tec	SF cal	GED	
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: hard worker team player			

## 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 \_\_\_\_\_

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: \_\_\_\_\_

**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:** \_\_\_\_\_ **Telephone No.** (\_\_\_\_) \_\_\_\_\_

**Address** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Number of Years Acquainted:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Telephone No.** (\_\_\_\_) \_\_\_\_\_

**Address** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Number of Years Acquainted:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Telephone No.** (\_\_\_\_) \_\_\_\_\_

**Address** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Number of Years Acquainted:** \_\_\_\_\_

**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**

*Ronnie Randall*

**Date**

*4-15-15*

# Interview Note Sheet

<b>Applicant Information</b>	
Name: <u>Ronnie Randle</u>	Interviewer: <u>Noor</u>
Date: <u>4/15/15</u>	Rate of Pay: <u>11.05</u>
Position (s) Applied for: <u>Dish, HK, cashier, concessions</u>	Referred by: <u>word of mouth</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	<u>8</u> /10	<u>80</u> %
Dishwasher <u>X</u>	<u>8</u> /10	<u>80</u> %	Housekeeping	<u>13</u> /16	<u>82</u> %

<b>Seeking:</b>
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	Total of _____ in Food Service/Hospitality
<u>Dish</u> - in prison - 1 year skultery - group of 5 people industrial hose used comfortable working alone pace - medium, not too fast Punctuality - "early most of the time"  <u>CONVENTIONS</u> <u>CONCESSIONS</u>	<u>Cashier exp</u> no profess. exp. unfamiliar w/ cash register  <u>HK</u> no profess. exp.  <u>Moscone center</u> greeter - conventions security currently unemployed

P.O.S. Experience: Y / N details: \_\_\_\_\_

Transportation
Car <input type="checkbox"/> Public Transit <input checked="" type="checkbox"/> Carpool ( Rider / Driver ) <input type="checkbox"/>

Regions Available to work:
<input checked="" type="checkbox"/> SF City <input type="checkbox"/> Treasure Island <input type="checkbox"/> SF North <input type="checkbox"/> SF Peninsula <input checked="" type="checkbox"/> East Bay <input type="checkbox"/> Outer East Bay <input type="checkbox"/> San Jose <input type="checkbox"/> South San Jose <input type="checkbox"/> SJ Peninsula

Certifications (if any)
TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input checked="" type="checkbox"/> Will Submit tomorrow

Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
Details: _____

Uniforms Owned:
Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/> Convention Candidate? <u>yes</u> Other Languages Spoken: _____

has experience



Name Ronnie Randle

**Housekeeping Test**

Score 13 / 16

- 1) During which of the following situation(s) should you wear gloves?
- a) When handling disinfectant solutions
  - b) When cleaning patient care areas
  - c) When handling soiled linens
  - d) When handling or disposing of waste
  - e) All of the above
- 2) Which of the following should be cleaned daily?
- a) Chairs, lamps, and tables
  - b) Tabletops, beds, and handrails
  - c) Grab bars, lights, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - e) All of the above
- 3) TRUE or FALSE: You do not need to use a separate cloth for cleaning bathrooms.
- a) True
  - b) False
- 4) TRUE or FALSE: Dusting is most commonly used for cleaning walls, ceilings, doors, windows and furniture.
- a) True
  - b) False
- 5) Should the following be cleaned daily or weekly? Circle one.
- a) Floors Daily / Weekly
  - b) Toilets and latrines Daily / Weekly
  - c) Carpets in patient rooms Daily / Weekly
  - d) Carpets in offices Daily / Weekly
  - e) Soiled linens Daily / Weekly
- 6) The best way to clean the floor is:
- a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
- 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it immediately
  - d) Not sure
- 8) The proper procedure for cleaning spills of blood and other body fluids is:
- a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on-duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "BIOHAZARD"
  - d) Nothing
- 9) The appropriate cleaning schedule for a hospital is:
- a) Weekly
  - b) No schedule needed
  - c) Developed according to need
  - d) Whatever you feel like
- 10) How do you use a three-compartment bucket?
- 11) Describe the difference between a disinfectant and a cleaning solution: (2 points)

Disinfectant is just like spraying a little  
cleaning solution is used to good clean it up

## Dishwasher Test

Score / 10

8

- 1) After washing your hands, which item should be used to dry them?
  - a) Clean apron
  - b) Sanitized wiping cloth
  - c) Single use paper towel
  - d) Common used cloth
- 2) While washing dishes by hand, which item should you wear?
  - a) Cutting glove
  - b) Oven Mitt
  - c) Rubber glove
  - d) Nothing
- 3) When should you wash your hands?
  - a) Before you start work
  - b) After handling non-food items (garbage, money, cleaning chemicals)
  - c) After using the restroom
  - d) All of the above
- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
  - a) True
  - b) False
- 5) Which of the following could you be at risk for getting burned from?
  - a) Steam from boiling pots
  - b) Hot liquids (coffee, soup, tea)
  - c) Hot equipment (ovens, pots, chaffing dishes)
  - d) Harsh chemicals
  - e) All of the above
- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
  - a) True
  - b) False
- 7) What should you do if you spill liquids or see a liquid spill?
  - a) Leave it for someone else to clean-up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it immediately
  - d) Not sure
- 8) When handling hot items you should?
  - a) Wear rubber gloves
  - b) No need to wear anything
  - c) Use an oven mitt or cloth towel
  - d) Nothing
- 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
  - a) Rinsing
  - b) Scraping
  - c) Washing
  - d) Sanitizing
- 10) What is the proper method for cleaning and sanitizing stationary equipment?
  - a) Spray with a strong cleaning solution and wipe with a sanitized cloth
  - b) Spray with a sanitizing solution, then rinse with clean water and dry
  - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
  - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution



**Cashier Test**

**Score / 10**

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 25 or so not sure?

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 12  
7.50  
a 50

**SENSITIVE BUT UNCLASSIFIED****Department of Homeland Security****Report Prepared: 04/16/2015****E-Verify****Page: 1 of 1****Case Verification Number: 2015106143648NG****Case Information:****Employee Information:**

Last Name:	Randle	First Name:	Ronnie
Middle Initial:	D	Other Names Used:	
Social Security Number:	*** ** 1725	Date of Birth:	01/09/1985
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:	ID card	Document State:	California
Driver's License or ID Card Number:		Document Expiration Date:	01/09/2020
Alien Number:		I-94 Number:	

**Additional Information:**

Hire Date:	04/15/2015	Employer Case ID:	
Three-Day Rule Reason:		Three-Day Rule - Other:	
Submitted By:	NALJ2135	Submitted On:	04/16/2015

**Initial Case Result:**

Case Result:	Employment Authorized
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**Employee Referred to SSA:**

Referred By:	Referred On:
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**Case Result from SSA (after SSA Tentative Nonconfirmation):**

Case Result:	Response Date:
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**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:
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**Request Name Review:**

Comments:	
Submitted By:	Submitted On:

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

Case Result:	Response Date:
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**Employee Referred to DHS:**

Referred By:	Referred On:
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**Case Result from DHS (after DHS Tentative Nonconfirmation):**

Case Result:	Response Date:
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**Photo Matching Results:**

Determination:
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**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:

NALJ2135

Closed On:

04/16/2015

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**SENSITIVE BUT UNCLASSIFIED**

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