

## 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 William Sutton Date: 5/19/2015  
 Home Telephone (416) 606-8293 Other Telephone ( ) \_\_\_\_\_  
 Present Address 179 Bryant Street  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address yami\_ateme@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: bartender Salary desired: \$13 hr  
 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? 5/20/2015

**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		10:00	10:00	10:00	10:00	10:00	10:00
PM		7:00	7:00	7:00	7:00	7:00	7:00

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 32. 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?
Academy of art university	San Francisco California	over semester	NO
Do you have any special licenses, certificates or special training? If so please list under "Special".			
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: NYC food handler Aloha			

## 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 Subway inn bar  
Type of Business bar Telephone No. ( ) \_\_\_\_\_ Supervisor's Name marco rosellis  
Your Position and Duties bartender

Dates of Employment: From 2004 To 2004 Weekly Pay: Starting 8.10 hrs + tips Ending 8.10 hrs + tips  
Reason for Leaving: business close down and I moved to san francisco for school

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: marco roselli Telephone No. (917) 452-9012

Address: 143 east 60th street New York, ny 10065

Occupation: manager/bartender Relationship: ex-co-worker Number of Years Acquainted: 9 1/2

Name: john gordon Telephone No. (646) 510-4132

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

Occupation: manager Relationship: ex-co-worker Number of Years Acquainted: 10+

Name: Nicole Samabzis Telephone No. (917) 703-5452

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

Occupation: bartender Relationship: ex-co-worker Number of Years Acquainted: 9 1/2

**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** William Sutton

**Date** 8/19/2015

## SENSITIVE BUT UNCLASSIFIED

Department of Homeland Security  
E-Verify

Report Prepared: 05/20/2015  
Page: 1 of 1

Case Verification Number: 2015140124551BT

**Case Information:****Employee Information:**

Last Name:	Sutton	First Name:	William
Middle Initial:		Other Names Used:	
Social Security Number:	*** ** 3809	Date of Birth:	09/20/1982
Citizenship Status:	A citizen of the United States	Email Address:	

**Document Information:**

List A Document:	U.S. Passport or Passport Card	Document Expiration Date:	06/17/2020
Passport or Passport Card Number:	C03560108	I-94 Number:	
Alien Number:			

**Additional Information:**

Hire Date:	05/19/2015	Employer Case ID:	
Three-Day Rule Reason:		Three-Day Rule - Other:	
Submitted By:	NALJ2135	Submitted On:	05/20/2015

**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 On:  
Submitted By:

**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):**

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Case Result:

Response Date:

**Case Closure:**

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Closure Statement:	The employee continues to work for the employer after receiving an Employment Authorized result.		
Closed By:	NALJ2135	Closed On:	05/20/2015

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**SENSITIVE BUT UNCLASSIFIED**

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# Interview Note Sheet

Applicant Information	
Name: <u>William Sutton</u>	Interviewer: <u>Noor</u>
Date: <u>5/19/15</u>	Rate of Pay: <u>12.25</u>
Position (s) Applied for: <u>Bartender</u>	Referred by: <u>Miguel</u>

Test Scores					
Server	/35	%	Bartender	<u>25/30</u>	<u>74</u> %
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p>Miguel - manager @ hotel in Mission referred him to us. <b>Total of _____ in Food Service/Hospitality</b></p> <p>NY &amp; Subway Inn Bar - 10 years. learned on the job. full bar.</p> <p>4 months - staying in SF. accepted @ Academy of Art. started in January illustration</p>

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

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

Regions Available to work:
<input checked="" type="checkbox"/> SF City <input type="checkbox"/> SF North <input type="checkbox"/> SF Peninsula <input 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)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input checked="" type="checkbox"/> Will Submit

Availability
<input type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
Details: <u>part time during school, summer break can work FT</u>

Uniforms Owned:
<input type="checkbox"/> Bistro <input checked="" 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?	Convention Candidate?	Other Languages Spoken:
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