

Name: Mendoza, Cynthia L Phone #: (602) 486 - 6881
 Email: Cynthia.mendoza729@gmail.com Taborca ID#: 74427
 Address: 2912 Glencraig Ct San Jose, CA 95148
 Date of Birth: 12/1/68 SSN: 557-15-4811 Date of Hire: 6/18/15

Section One

Employee File Checklist (note "n/a" if not applicable)

<input type="checkbox"/> Resume	<input checked="" type="checkbox"/> Confidentiality & Non-Disclosure
<input checked="" type="checkbox"/> Application for Employment	<input checked="" type="checkbox"/> Agreement
<input checked="" type="checkbox"/> Offer Letter	<input checked="" type="checkbox"/> California Labor Code Form 2810.5
<input type="checkbox"/> Food Handlers Card/Certification	<input checked="" type="checkbox"/> (California Employees Only)
Expiration <u> / / </u>	<input checked="" type="checkbox"/> Skills Test / Interview notes
<input checked="" type="checkbox"/> Alcohol/Liquor Serving Certification	<input checked="" type="checkbox"/> New Hire Acknowledgement Form
<input checked="" type="checkbox"/> I-9 Form and copies of required form(s)	<input checked="" type="checkbox"/> Additional Information/Emergency
of ID (Filed in secured I-9 binder)	<input checked="" type="checkbox"/> Contact
<input checked="" type="checkbox"/> Sexual Harassment/Harassment Policy	<input checked="" type="checkbox"/> Image Release Form
Acknowledgement	<input checked="" type="checkbox"/> W-4 : Single / Married (Circle one)
<input type="checkbox"/> Authorization and Release to Obtain	<input checked="" type="checkbox"/> Exemptions <u> </u>
Information	<input checked="" type="checkbox"/> Direct Deposit / Global Cash Card /
<input checked="" type="checkbox"/> Designation of Personal Physician	Live Check (Circle one)
<input checked="" type="checkbox"/> Absenteeism & Tardiness Policy	

Section Two

Employee Setup

<input checked="" type="checkbox"/> E-Verify Documentation	<input type="checkbox"/> Attended New Hire Orientation
CVN#: <u>2015169153238JJ</u>	Date: <u> / / </u>
<input checked="" type="checkbox"/> Background Check (Sterling)	<input checked="" type="checkbox"/> New Hire List
File Ref #: <u>16596983</u>	<input type="checkbox"/> Taborca
<input type="checkbox"/> Direct Deposit / Global Cash Card	<input type="checkbox"/> Upload Photo
form sent to Payroll	<input type="checkbox"/> Upload Resume & Food Handlers Card

<input type="checkbox"/> Attended New Hire Orientation
Date: <u> / / </u>
<input checked="" type="checkbox"/> New Hire List
<input type="checkbox"/> Taborca
<input type="checkbox"/> Upload Photo
<input type="checkbox"/> Upload Resume & Food Handlers Card

Section Three

Emergency Contact

Name: Andrew Wong Phone: (408) 475 - 0132 Relationship: Boyfriend

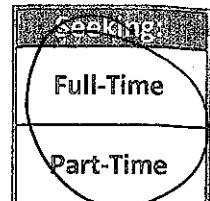


Interview Note Sheet

Applicant Information

Name: Cynthia Mendoza	Interviewer: Pearl
Date: 6/18/15	Rate of Pay: 12/hr server
Position(s) Applied for: Server	Referred by: 11/cashier/concession

Test Scores			Skills		
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%



Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

- Admin/Office work ideally
- Server @ Banquets/Fine dining / Denny's
- Tray service
- cashiers @ Denny's / hotel
- Payson, glow Hotel Reception/front desk

Bullet cashier
server concession
event help

P.O.S. Experience: Y N details: _____

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

Certifications (if any)

TiPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: _____

Uniforms Owned

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

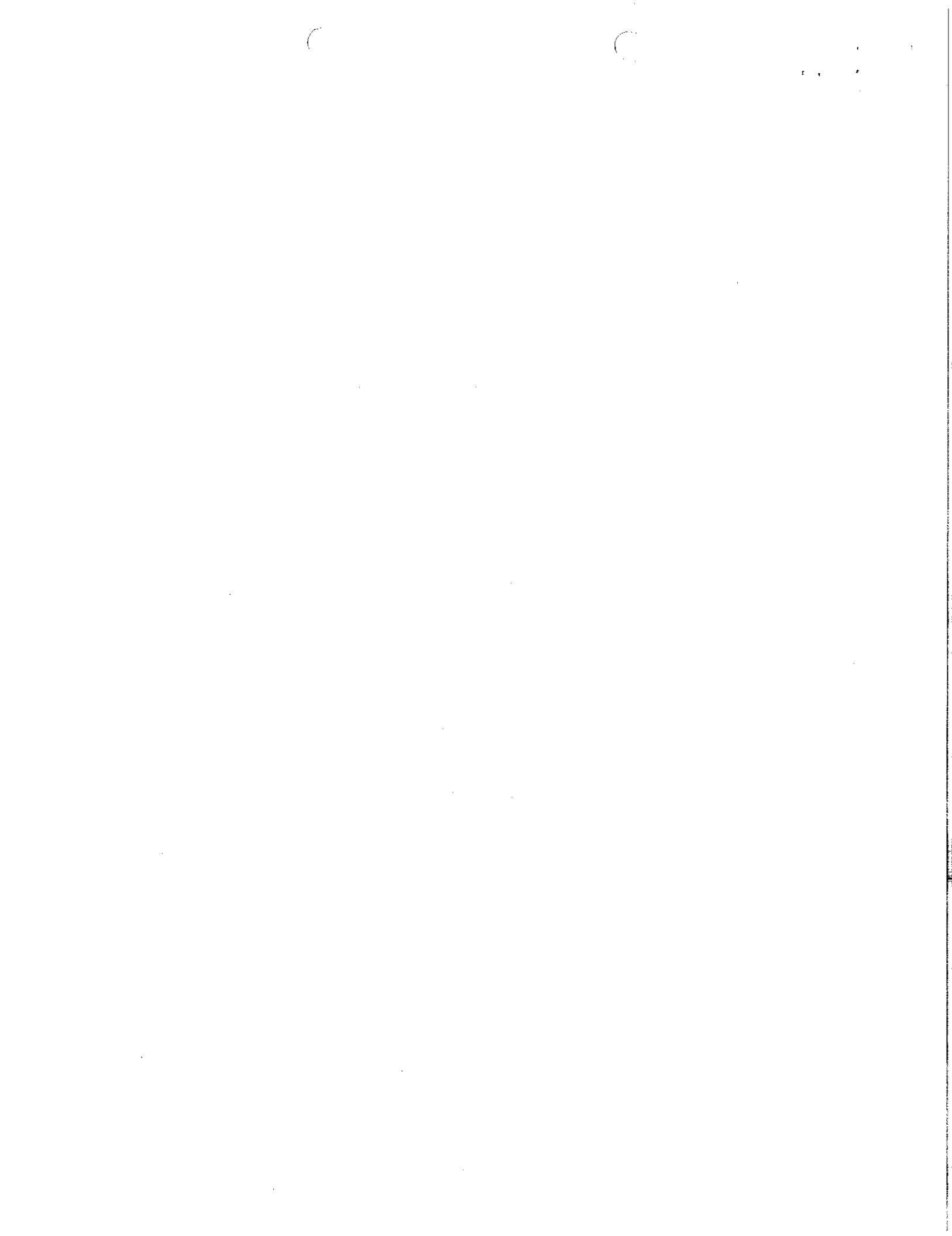
Bow Tie

Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: _____



Cynthia Mendoza

2912 Glen Craig Ct, San Jose CA 95148
Cell: 602-486-6881
cynthiamendoza729@gmail.com

Career Overview

Dedicated Customer Service Representative motivated to maintain customer satisfaction and contribute to company success.

Core Strengths

Strong organizational skills
Seasoned in conflict resolution
Courteous demeanor
Energetic work attitude
Adaptive team player

Accomplishments

Customer Service

- Researched, calmed and rapidly resolved client conflicts to prevent loss of key accounts.

Customer Interface

- Greeted customers upon entrance and handled all cash and credit transactions.
- Assisted customers over the phone regarding store operations, product, promotions and orders.

Sales

- Consistently generated additional revenue through skilled sales techniques.

Work Experience

FLS Connect

December 2013 to May 2015

Customer Service Rep

Phoenix, AZ

- Earned "Top Seller" for two consecutive quarters in 2015.
- Excelled in exceeding daily credit card application goals.
- Achieved high sales percentage with consultative, value-focused customer service approach.

Merchant Profits

November 2012 to November 2013

Verification Manager

Phoenix, AZ

- Organized weekly sales reports for the sales department to track product success.
- Developed highly empathetic client relationships and earned reputation for exceeding sales goals.
- Created new processes and systems for increasing customer service satisfaction.

Educational Background

San Jose City College

GED: General

San Jose, CA



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 Cynthia Mendoza Date: 10-18-15
 Home Telephone (602) 486-6881 Other Telephone ()
 Present Address 2912 GlenCraig Ct San Jose CA 95148
 Permanent Address, if different from present address: _____
 Email Address Cynthia.mendoza729@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: Open

Are you currently registered with any staffing and/or employment agencies? If so, please list

N/A

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 Michael Martinez 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? 6-19-15

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	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN

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

August 14, 15, 16 & 17th

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

Michael Martinez - friend

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, or have any pending cases currently open, including but not limited to any Active Warrants which may result in a felony conviction 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). Theft in 2012 in Phoenix

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Silver Creek	SJ CA	12	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:			

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 _____

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: _____

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: Erlinda Moreno Telephone No. (480) 249 0188

Address 2645 Wethersfield Dr Phx Az

Occupation: fundraiser Relationship: Friend Number of Years Acquainted: 2

Name: Crystal Johnson Telephone No. (602) 510 6544

Address 3221 W El Camino Dr Phx Az 85051

Occupation: EMT Relationship: Friend Number of Years Acquainted: 2

Name: Andrew Wong Telephone No. (408) 425-0132

Address 201 W. Mission St

Police Officer Friend 25 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

Initial 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.

Initial 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.

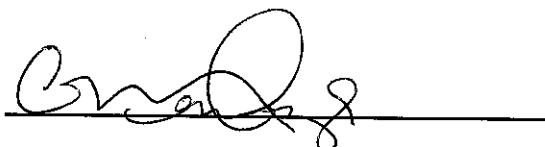
Initial I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

Initial 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.

Initial 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

6/18/15