

**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 Natasha Brown Date: 9/10/2015  
 Home Telephone (    ) Other Telephone ( 415 ) 710-4068  
 Present Address 440 Fulton St. #B S.F. Ca. 94102  
 Permanent Address, if different from present address: Same  
 Email Address natashabrown@yahoo.com

**EMPLOYMENT DESIRED**

Position applying for: CSR Salary desired: Open

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? 9/15/2015

**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		8	8	8	8	8	8
PM	2pm - 7pm	5	5	5	5	5	5

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.

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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.)

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?
San Diego Job Corps	Imperial Beach, CA	N/A	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:

Received certificate in Office Administration, Bookkeeping, CPR Training, Food Handlers Card

## 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 MC Donalds 1510 Hayden Rd Scottsdale, AZ 85257

Type of Business Restaurant Telephone No. (480) 947-3946 Supervisor's Name Mary Martinez, GM

Your Position and Duties QSR/Janitor Maintained a professional demeanor with all guests, trained new hires, stocked and kept inventory of supplies, prepared and served meals.

Dates of Employment: From 1/2015 To 4/2015 Weekly Pay: Starting \$8.05 hr Ending \$8.05 hr

Reason for Leaving: Seek better opportunity

Name and Address of Employer Portillo's 605 S. Mc Clintock Dr. Tempe, AZ 85281

Type of Business Restaurant Telephone No. (480) 967-7988 Supervisor's Name David Matthews

Your Position and Duties QSR/Received and welcome the guests with due attention: greeted them with a smile, provided highest quality of service to the customer by making seating arrangements.

Dates of Employment: From 6/2013 To 9/2014 Weekly Pay: Starting \$10.00 Ending \$10.45

Reason for Leaving: Position Ended

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Your Hospitality Staffing Professionals

Name and Address of Employer Arizona Sportservice 7408 E. Osborn Rd. Scottsdale, AZ 85261

Type of Business Stadium Telephone No. (480) 994.5088 Supervisor's Name Gabe Madrid

Your Position and Duties Chef/ TOOK Customers order, prepared quick and easy meal, Cleaned cooking surface and equipment, provided friendly and excellent customer service.

Dates of Employment: From 2/2013 To 3/2013 Weekly Pay: Starting \$10.00 hr Ending \$10.00 hr

Reason for Leaving: Seasonal position

Name and Address of Employer Chapman Scottsdale Autoplex 6601 E. McDowell Rd, Scottsdale, AZ 85257

Type of Business Car Dealership Telephone No. (480) 949.7600 Supervisor's Name Jamie Cox

Your Position and Duties Receptionist/ Answered phones and transferred calls to appropriate employees, Answered questions about the business, Ensured that all clients were greeted in a professional manner

Dates of Employment: From 12/2012 To 12/2012 Weekly Pay: Starting \$10.00 hr Ending \$10.00 hr

Reason for Leaving: Seasonal position

Have you ever been fired from any previous place of employment? If so, please explain: No

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No

If so, describe: \_\_\_\_\_

## JOB REF. TESTIMONIALS

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Michelle Mancha Telephone No. (415) 745.0147

Address 1438 Pine St. SF CA 94107

Occupation: Training Relationship: Ex-Instructor Number of Years Acquainted: 10

Name: Jamie Cox Telephone No. (480) 949.7600

Address 6601 E. McDowell Rd Scottsdale, AZ 85257

Occupation: Customer Relation Mgr Relationship: Ex-Mgr Number of Years Acquainted: 3

Name: Ruben Camacho Telephone No. (480) 312.0058

Address 7700 E. Roosevelt St. SF CA 85257

Occupation: Job Prep Specialist Relationship: Job Coach Number of Years Acquainted: 4

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

1B

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.

1B

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.

1B

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.

1B

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.

1B

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

Natascha Brown

Date

9/11/2015

# Interview Note Sheet

## Applicant Information

Name: <u>Natalia Brown</u>	Interviewer: <u>NDR</u>
Date: <u>9/10/2015</u>	Rate of Pay: <u>13.00</u>
Position (s) Applied for: <u>Server (Buffet), CNV/Dreamforce, busser</u>	Referred by: <u>google search</u>

Test Scores						Seeking:
Server	/35	%	Bartender	/30	%	Full-Time
Prep Cook	/15	%	Barista	/10	%	Part-Time
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	/10	%	Housekeeping	/16	%	

Relevant Experience & Summary of Strengths					
<u>Total of _____ in Food Service/Hospitality</u>					
<u>Dreamforce</u>					
<p><u>Server exp</u>  <u>worked @ restaurant</u></p> <p><u>Pertilo's (sp?) - customer service rep</u>  <u>sweeping</u></p> <p><u>McDonald's - bussed, floor, sanitizing</u>  <u>work</u></p>					

P.O.S. Experience: Y / N	details: _____
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Transportation				
<input type="checkbox"/> Car	<input type="checkbox"/> Public Transit	<input type="checkbox"/> Carpool ( Rider / Driver )		

Regions Available to work:				
<input 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 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>Mon - Fri 8 - 5 pm</u> <u>Mon - Sat open</u>				

Uniforms Owned:						
<input type="checkbox"/> 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"/> Other: _____
<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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