

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

**Employment Application**

816-501-9067

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 Kiara Perkins Date: Nov 3 2018  
 Home Telephone (717) 606-4353 Other Telephone ( )  
 Present Address 5500 Resoto St Apt 302 Haslet TX 77091  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address KPerkins pro@gmail.com

**EMPLOYMENT DESIRED**

Position applying for: \_\_\_\_\_ Salary desired: 15/hr

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 Craiglist 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 <u>AVAILABLE</u> <u>DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	<u>Open</u>						
PM	<u>Open</u>						

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.

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?
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 Viki Hall Staffing

Type of Business Staffing Telephone No. (    ) Supervisor's Name Scott Dickey

Your Position and Duties Waitstaff

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

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

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

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

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

Yes \_\_\_\_\_ No

## JOB RELATED REFERENCES

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

Name: Candice Glover Telephone No. 301, 658-8620

Address: Clinton, MD

Occupation: \_\_\_\_\_ Relationship: Former Coworker Number of Years Acquainted: 3

Name: Ashley Evans Telephone No. (757) 401-7879

Address: New Port News, VA

Occupation: \_\_\_\_\_ Relationship: Former Coworker Number of Years Acquainted: 8

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

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

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

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

*(Initials)*  
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.

*(Initials)*  
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.

*(Initials)*  
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.

*(Initials)*  
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.

*(Initials)*  
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

*Nov 3 2016*

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Kiara Perkins  
Email: KPerkins.pri@gmail.com  
Phone number: 757-666-4353

Working Experience:

Company Name: Vik Hall  
Dates of Employment: Oct - Current  
Job Responsibility:

- Waitstaff for upscale events
- 
- 
- 

Company Name: Colony South Hotel  
Dates of Employment: Oct 13 - May 14  
Job Responsibility:

- Server & Bartender
- in Bar, Banquet,
- fine Dining Restaurant

Company Name: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Job Responsibility:

- 
- 
- 
- 

Skills

- 
- 
- 
-

# Interview Note Sheet

## Applicant Information

Name: <b>Kiara Perkins</b>	Interviewer: <b>Shelly Paetzke</b>
Date: <b>11/21/2016</b>	Rate of Pay: <b>\$ 12</b>
Position (s) Applied for: <b>Banquet/Bartender</b>	Referred by:

## Test Scores

						Seeking:
Server	/35	%	Bartender	/35	%	
Prep Cook	/20	%	Barista	/15	%	Full-Time
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	/16	%	Part-Time

## Relevant Experience & Summary of Strengths

\* Banquet Server  
# Bartender

Total of \_\_\_\_\_ in Food Service/Hospitality

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	<b>Houston</b>

## Certifications (if any)

TiPS       Serv-Safe       LEAD       Other: **Food Handler**  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

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: