

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 Michelle Denise Cody Date: November 18, 2016
 Home Telephone (415) 865-0964 Other Telephone ()
 Present Address 56 Julian Ave. ; San Francisco, CA 94103
 Permanent Address, if different from present address:
 Email Address mcodyrox@gmail.com

EMPLOYMENT DESIRED

Position applying for: Hospitality/Server Salary desired: Min. Wage / Commensurate + Tips
 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: 6 AM To: 12 AM or 2 AM (open)
 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? Immediately

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	<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: <u>No</u>							

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 ☐

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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.)

N/A

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?
Coeur d'Alene High School	Flagstaff, AZ	H.S. DIPLOMA	YES
Northern Arizona University	Flagstaff, AZ	Bachelor of Science	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: Foodhandlers Card; MicroSoft Word; (forgot name); Have previous food-service experience as

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 Hair Place and More; 3166 22nd St.; San Francisco, CA 94110
Barbershop

Type of Business Salon Telephone No. (415) 824-2342 Supervisor's Name Debbie Santiago

Your Position and Duties Shop assistant: cashier; greet/sest customers; mail; help open + close; stocking/inventory merchandise

Dates of Employment: From 05/12 To 12/15 Weekly Pay: Starting 10.⁰⁰ per hr Ending 13.⁰⁰ per hr

Reason for Leaving: Moved out of state

Name and Address of Employer San Francisco Clean City; E. Eddy; San Francisco, 94103
street

Type of Business Cleaning Telephone No. (415) Supervisor's Name Mr. Brooks

Your Position and Duties Sweep and pick up litter and debris from sidewalks in Tenderloin District, using protective gear/clothing and garbage can + broom

Dates of Employment: From 01/11 To 06/11 Weekly Pay: Starting Min. Wage Ending Min. Wage

Reason for Leaving: JOB EXPIRED (Temp Job Only)

Name and Address of Employer Arby's Fast Food Restaurant

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(has gone out of business)

Type of Business Restaurant Telephone No. (928) Supervisor's Name Krista
Your Position and Duties Work counter taking customer orders and running cash register; package + "deliver" orders to customers; deep fryer; prep/portion food; stocking + cleaning

Dates of Employment: From 6/08 To 12/08 Weekly Pay: Starting Min. Wage Ending Min. Wage

Reason for Leaving: Language Barrier - (miscommunication)

Name and Address of Employer Buffalo Wild Wings

Type of Business Restaurant/Sports Bar Telephone No. (928) Supervisor's Name Doug

Your Position and Duties Take customer orders at counter + over phone; counter person + run cash register; food-runner; food prep + portioning; hostess; cleaning + stocking

Dates of Employment: From 8/07 To 12/07 Weekly Pay: Starting \$6.50 + Tips Ending (same)

Reason for Leaving: Moved

Have you ever been fired from any previous place of employment? If so, please explain: Consistent car problems (in AZ) + trouble getting to work.

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: Debbie Santiago Telephone No. (415) 824-2342

Address 3166 22nd St.; San Francisco, CA 94110

Occupation: Barbershop/Salon Owner Relationship: Former Employer Number of Years Acquainted: 7 yrs.

Name: Jerry Potts Telephone No. (415) 368-1800

Address email: gpotts7321@yahoo.com

Occupation: Professional Cook Relationship: Former Supervisor Number of Years Acquainted: 1

Name: Brian Brown Telephone No. (415) 860-0075

Address email: brianbrown06@gmail.com

Occupation: Valet Driver Relationship: Friend Number of Years Acquainted: 6

Please Read Carefully, Initial Each Paragraph and Sign Below

mdc 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.

mdc 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.

mdc 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.

mdc 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.

mdc 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 Nichelle D. Cal **Date** 4/18/2016