

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 Ruben Pandu Date: 12/13/17
Home Telephone () _____ Other Telephone (415) 653-9534
Present Address 430 Turk St Apt 606
Permanent Address, if different from present address: _____
Email Address rpandybusiness@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____

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 America's Works 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? Monday

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							
PM							
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 ☒

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.) High Volume Work

environment

Dates of Employment: From 5/11/14 To 10/6/14 Weekly Pay: Starting _____ Ending _____

Reason for Leaving: Peet's Coffee

Name and Address of Employer Dish Washing, Food & Sales Management & Customer Service

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: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Ruben L. Pandy

San Francisco, CA 94124

(415) 653-9534, rpandybusiness@gmail.com

WORK EXPERIENCE

In-Home Supportive Services (IHSS)

May 2013 – present

Medical Care Taker/Provider

- Clean and maintain homes, hygiene, assisting clients to appointments
- Assist clients with medications, prescriptions pick-ups, and scheduling doctor appointments
- Helped patients move in and out of beds, baths, wheelchairs, and automobiles
- Helped patients with bathing, dressing and grooming
- Washed and changed bed linens
- Planned, purchased, prepared, and served meals to patients and other family members, according to pre-scribed diets
- Dispensed medications, per doctor's orders
- Kept records of patient care, condition, progress, and problems to report to supervisor

The Community Center of San Francisco

Nov 2015 – Apr 2016

Adult Youth Program Volunteer

- Prepare meals and organize adult youth activities
- Clean and organize equipment
- Collaborate on team projects

Salesforce, San Francisco, CA

Oct 2015

Usher (temporary placement)

- Greeted patrons attending entertainment events and answered inquiries
- Sold and collected admission tickets from patrons
- Directed patrons to seats and events
- Cleaned facilities
- Settled seating disputes and helped solve other customer concerns

Meals on Wheels, LLC. San Francisco, CA

July 2014 - Mar 2015

Group Project Leader (Volunteer)

- Scheduled and organized teams for cleaning or volunteer projects
- Picked up supplies
- Scheduled meetings with clients and team members
- Maintained checklist of completed tasks

Peet's Coffee & Tea, San Francisco, CA

June 2014 - Feb 2015

Customer Service/Sales Rep/Cashier

- Used cash register to produce customers' bills and processed cash and credit card payments
- Fulfilled customers' orders; prepared food and drinks
- Maintained supplies and set up display stands
- Mopped and swept floors and serviced restrooms
- Opened and closed store

EDUCATION

Food Handlers/ Customer Service Certificate

2014

GED Candidate, Five Keys Charter School, San Francisco, CA

Expected June 2018

- 1) After washing your hands, which item should be used to dry them?
a) Clean apron
b) Sanitized wiping cloth
☒ c) Single use paper towel
~~d) Common used cloth~~
- 2) While washing dishes by hand, which item should you wear?
a) Cutting glove
b) Oven Mitt
☒ c) Rubber glove
d) Nothing
- 3) When should you wash your hands?
a) Before you start work
b) After handling non-food items (garbage, money, cleaning chemicals)
c) After using the restroom
☒ d) All of the above
- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
☒ a) True
b) False
- 5) Which of the following could you be at risk for getting burned from?
a) Steam from boiling pots
b) Hot liquids (coffee, soup, tea)
c) Hot equipment (ovens, pots, chaffing dishes)
d) Harsh chemicals
☒ e) All of the above
- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
☒ a) True
b) False
- 7) What should you do if you spill liquids or see a liquid spill?
a) Leave it for someone else to clean-up
b) Wait until the end of your shift to clean it
☒ c) Flag the spill and clean it immediately
d) Not sure
- 8) When handling hot items you should?
a) Wear rubber gloves
b) No need to wear anything
☒ c) Use an oven mitt or dry cloth towel
d) Nothing
- 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
☒ a) Rinsing
b) Scraping
c) Washing
d) Sanitizing
- 10) What is the proper method for cleaning and sanitizing stationary equipment?
a) Spray with a strong cleaning solution and wipe with a sanitized cloth
☒ b) Spray with a sanitizing solution, then rinse with clean water and dry
c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution