

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 VEDA Y. XING Date: 2/7/18
 Home Telephone (415) 431-2302 Other Telephone (415) 992-2890 (cell/vm/text/email)
 Present Address 135 VALENCIA ST. #A302, SF CA 94103
 Permanent Address, if different from present address: _____
 Email Address veda.y.x@gmail.com

EMPLOYMENT DESIRED

Position applying for: CONCESSION STAFF / CASHIER Salary desired: \$14/Hr.

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

TEMPORIS/WS

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 ☐ WEBSITE

Other Web Posting ☐ Other Source ☒ CRAIGSLIST

Could you work overtime, if necessary? Yes ☒ No ___ If hired, on what date could you start working? 2/8/18

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>7A</u>	<u>7A</u>	<u>7A</u>	<u>7A</u>	<u>7A</u>	<u>7A</u>	<u>7A</u>
PM	<u>12A</u>	<u>12A</u>	<u>12A</u>	<u>12A</u>	<u>12A</u>	<u>12A</u>	<u>12A</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 ___

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?
CCSF	SF CA	AS	Y
PHILLIP BARTON A.H.S.	SF CA	HIGH SCHOOL DIPLOMA	Y
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 <i>MS WORD</i>	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: <i>MS WORD/WORKS; CA BSIS GUARD CARD; CA FOOD HANDLER CARD. CUSTOMER SERVICE; SECURITY OFFICER; HIGH-RISE PROPERTY MANAGEMENT; EVENT STAFFING.</i>			

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 TEMPORATIONS

Type of Business STAFFING COMPANY Telephone No. (415) 462-8066 Supervisor's Name ANDREW MILLS

Your Position and Duties EVENT STAFFING; CUSTOMER SERVICE

Dates of Employment: From 10/16/17 To CURRENT Weekly Pay: Starting ~~10/16/17~~ \$14- Ending CURRENT \$14-

Reason for Leaving: N/A

— Name and Address of Employer STAFF PRO SECURITY

Type of Business SECURITY/STAFFING Telephone No. (714) 230-7200 Supervisor's Name MIKE

Your Position and Duties

CUSTOMER SERVICE; EVENT STAFFING

Dates of Employment: From 2/1/18 To CURRENT Weekly Pay: Starting \$14- Ending \$14-

Reason for Leaving: N/A

Name and Address of Employer Bay Crest Condominium Towers

Type of Business PROPERTY MANAGEMENT Telephone No. (415) 495-1041 Supervisor's Name LEALA GONZALES (415-495-1041)

Your Position and Duties 24/7 LOBBY STAFF TO SECURED ENTRANCES; OBSERVE & REPORT; CCTV MONITORING; PATROL GROUNDS TO EXTERIOR; EXT. CUSTOMER SERVICE; CAR REPORT WRITING; RECEPTION; LIGHT CLEANING; PERFORM ANY TASK AS NEEDED; EXT. COMMUNICATION w/ BUILDING STAFF, RESIDENTS, CONTRACTORS, REALTORS/BROKERS, MOVERS, VAR. SERVICE PERSONNEL.

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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: RICH KNARRICK (CHIEF ENGINEER) Telephone No. (415) 445-8865 / 415-699-4128

Address 201 HARRISON ST. #120, SE CA 94105

Occupation: BUILDING ENGINEER Relationship: FORMER SUPERVISOR Number of Years Acquainted: 20
(CHIEF)

Name: CLIFF BAWAYAT Telephone No. (415) 378-9050

Address 201 HARRISON ST. #607

Occupation: _____ Relationship: FRIEND / Number of Years Acquainted: 10
RESIDENT

Name: ELLEN LOROE Telephone No. (415) 241-6000

Address 201 HARRISON ST. #920

Occupation: RETIRED Relationship: FRIEND / Number of Years Acquainted: 15
RESIDENT

Please Read Carefully, Initial Each Paragraph and Sign Below

vx 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.

vx 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.

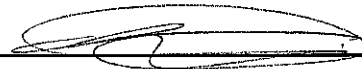
vx I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

vx 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.

vx 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

2/7/18

VEDA XING

vedaxing@yahoo.com

Summary

Customer-focused Service Agent with in-depth knowledge of all procedures and duties and work coherently with the Management staff, all employees and departments.

Skills

- Strong organizational skills
- Courteous demeanor
- Energetic work attitude
- Adaptive team player
- Customer service expert
- Detail oriented
- Computer proficient
- Type 45 wpm

Experience

Building Services Agent

08/1998 to 09/2017

BayCrest Towers Condominiums

San Francisco, CA

Organize and keep lobby in a clean and neat image.

Perform roving to complete hourly rounds to inspect all facilities in common areas, unusual activities and/or persons.

Station in Lobby to Provide One-on-one customer service for all residents, service staff, realtors, agents, and guests.

Completed routine daily service reports, IR, and condition/maintenance reports.

Receive and Manual handling of parcels/packages, including login, issuing, logout of packages, and daily inventory.

Provide cordial guest reception in the lobby.

Wireless Radio and multi-lined telephone communication with rover and management staff.

Check for all paper supplies and material needs for the shift (and the next shifts); make necessary vocal request as needed.

Routine lockout key service for all residents.

Maintain visual of foot traffic in the building and outside of lobby and building perimeter, for security and safety purposes.

Check CCTV camera monitoring of entire building and perimeter.

Communicate with Management frequently regarding abandoned items, and other resident and building related issues.

Notify Management and janitorial staff of cleaning services as needed.

Explain to guests and residents of normal building policy.

Assist movers and new residents in move-in and move-out procedures (after moving is scheduled in the HOA office.)

Check for parking issues in the building parking garage.

Direct appliance and furniture deliveries.

Process miscellaneous mail.

Regular and daily vocal briefing to next shift of important building information and memo from Management, and shift notes.

Communicate with shift employees of regular building business and activities.

Provide special services as needed, such as deliver packages to the unit for handicapped individuals and those with difficulty to walk.

Education and Training

Associate of Science: Administration of Justice

2004

CCSF

San Francisco, CA, USA

ADMJ Academic Achievement Award (AS)

General studies Academic Achievement Award

Cashier Test

Score / 15

13

- B 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- A 2) A roll of dimes is worth?
a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- D 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
d) \$2.00
- C 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- C 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service
- 6) What is the current sales tax rate in your city 9.5 ?
- C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back? 2.94
a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06
- B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back? 17.75
a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50
- D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back? 8
a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00
- A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

A 11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B 12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? STATE PHOTO ID OR DRIVER LICENSE

15) How many \$20 bills are in a bank band? 45