

## Employment Application

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 Victoria Heim Date: 3/2/18  
Home Telephone (415) 728-3209 Other Telephone ( ) \_\_\_\_\_  
Present Address 577 6th Ave, San Francisco, CA 94118  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address vtkeim@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Sales Force F+B Salary desired: \_\_\_\_\_  
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 X 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 Rodney Schick 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 AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM		X	X				
PM		X	X				

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 X If yes, when? \_\_\_\_\_  
Do you have friends or relatives working for Acrobat Outsourcing? Yes\_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X No\_\_\_

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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 \_\_\_\_\_

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:** \_\_\_\_\_