

Employment Application

816-601-9087

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 Nai Nio Saevang Date: 2/16/18
 Home Telephone () _____ Other Telephone (510) 730-5752 (CELL)
 Present Address 890 Hayes St. San Francisco, CA 94117
 Permanent Address, if different from present address: _____
 Email Address nsaevang160@gmail.com

EMPLOYMENT DESIRED

Position applying for: Dishwasher Salary desired: Entry level
 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: _____ To: _____
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral ☒ Name of Referral Former employee 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? 2/24/18

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		10:30	10:30	10:30	10:30	10:30	
PM		8:30	8:30	8:30	8:30	8:30	
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?
JACK TONE ADULT	REPRESENTA, CA	GED	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: CERTIFIED CUSTOMER SERVICE SPECIALIST (CSS), ETA INTERNATIONAL MICROSOFT IC3 (WORD, EXCEL, POWER POINT)			

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 _____

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 _____

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 _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

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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: Minh Chiem Telephone No. (415) 797-8549

Address _____

Occupation: CHEF Relationship: Friend Number of Years Acquainted: 10+ years

Name: Janina Andromeda Telephone No. (408) 705-7327

Address _____

Occupation: Pet Caregiver Relationship: Girlfriend Number of Years Acquainted: 3+ years

Name: _____ Telephone No. (____) _____

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ 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.

_____ 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.

_____ 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.

_____ 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.

_____ 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** _____

Nai Sio Saevang

890 Hayes St. San Francisco, CA 94117 (510)-730-5752 nsaevang160@gmail.com

Objective

To apply for an entry level position with your company while demonstrating autonomy and personal leadership skills

Education

DEGREE | DATE EARNED | SCHOOL

- General Educational Development (GED), 2006
- Lassen Community College and Coastline Community College, 2015--

Skills & Abilities

MANAGEMENT

- Lead person on construction site for carpentry basic framing
- Lead person on construction site for masonry basic layout

COMMUNICATION

- I am a certified Customer Service Specialist(CSS) under Electronics Technicians Association, International(ETA). I exemplify effective communication through interpersonal relationships both in and outside of the work environment.

Experience

JOB TITLE | COMPANY | DATES FROM - TO

- 2001-2005 Culinary Server 300 Prison Rd. Represa, CA 95671
- 2006-2008 CALPIA Metal Fabricator/Spot Welder/Warehouse clerk/Forklift Operator
560 E Natomas St. Folsom, CA 95630
- 2013-2014 National Career Center for Educational Research(NCCER), Carpentry certification
2100 Peabody Rd. Vacaville, CA 95687
- 2014-2015 National Career Center for Educational Research(NCCER), Masonry proficiency
2100 Peabody Rd. Vacaville, CA 95687

- C 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
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- D 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
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- E 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
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
 - b) False
- C 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
- C 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
- KC 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
- C 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

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Nai Saevang
Email: nsaevang160@gmail.com
Phone number: (510) 730-5752

Working Experience:

Company Name: CALPIA Culinary Server
Dates of Employment: 2001-2005

Job Responsibility:

- Sanitation
- Disinfection
- Prepare meals
- Serve

Company Name: _____

Dates of Employment: _____

Job Responsibility:

-
-
-
-

Company Name: _____

Dates of Employment: _____

Job Responsibility:

-
-
-
-

Skills

- Certified Customer Service Specialist (CSS)
-
-
-

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