

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 Martha Guardado Date: 3/8/18
 Home Telephone () _____ Other Telephone (415) 412-5824
 Present Address 3101 Mission St #408, San Francisco, CA. 94110
 Permanent Address, if different from present address: _____
 Email Address m_guardado@yahoo.com

EMPLOYMENT DESIRED

Position applying for: open Salary desired: \$15.00
 Are you currently registered with any staffing and/or employment agencies? If so, please list
Premier Staffing, Robert Half, registered but not for this event
 Are you applying for: Full-time work? Yes ☐ No ☐ Part-time work? Yes ☐ No ☐ Event on Apr 18
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): Temp. Fulltime
 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? The date on the event

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:

open for April Event All days 16TH-20TH

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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outsourcing
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.)

NO lifting more than 20 pounds.

Pursuant to any and all Fair Chance Ordinances, 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?
GED	SF. CA	GED Certificate	
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>YES</u>	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: <u>General office Training + Office Specialist Training</u>			

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 SF UOMA (last job)

Type of Business Museum Telephone No. (415) 357-4000 Supervisor's Name Lan Hong

Your Position and Duties This was an Acctg. Clerk position

P/c. Notell

Dates of Employment: From 7/16 To 5/17 * this is to explained my gap of unemployment

Reason for Leaving: Mother passed away last may, I was taking care of

her Florencia Guandado

Name and Address of Employer

Type of Business Telephone No. (415) 206-0665 Supervisor's Name Florencia Guandado

Your Position and Duties Please See: Resume

Dates of Employment: From 7/2008 To 7/2015 Duties for Acctg. Clerk position:

Reason for Leaving: Laid off Process Invoices, data entry, handled

Petty Cash, distribute checks/mail

Name and Address of Employer San Francisco Museum of Modern Art, 151 Third St. SF. CA.

Type of Business Museum

Telephone No. (415) 357-4000

Supervisor's Name Lan Hong

Your Position and Duties _____

Dates of Employment: From 12/98 To 7/2008 - Data Entry Clerk

Reason for Leaving: worked for MOMA from 12/98 - 7/2015 under two diff. positions

Name and Address of Employer SF Museum of Modern Art

Type of Business Museum

Telephone No. (415) 357-4000

Supervisor's Name Lan Hong

Your Position and Duties Data entry of invoices, and other related accounting documents, maintained dept. files, managed storage needs

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: No

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: Stewart Yao Telephone No. (510) 461-0527

Address: ? works at Yola

Occupation: Accountant Relationship: former co-worker Number of Years Acquainted: 6

Name: Anna Tang Telephone No. (415) 215-7518

Address: 151 Third St. SF. CA

Occupation: Accountant Relationship: former co-worker Number of Years Acquainted: 2

Name: Carmen Velaz Telephone No. (650) 996-3272

Address: works at: Eetna Health Insurance

Occupation: Referral Specialist Relationship: former co-worker/friend Number of Years Acquainted: 20+

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** _____