

## 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 PHARRIS WHEELER Date: 8/21/18  
 Home Telephone (510) 776-0281 Other Telephone ( )  
 Present Address 125 MARKET ST OAKLAND CA 94607  
 Permanent Address, if different from present address:  
 Email Address PHARRISWHEELER16@YAHOO.COM

### EMPLOYMENT DESIRED

Position applying for: CASHTIER Salary desired: SCALE  
 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 JERRY 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	8:00	8:00	8:00	8:00	8:00	8:00	8:00
PM	12:00	12:00	12:00	12:00	12:00	12:00	12:00

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 ☐

# Acrobat

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.) \_\_\_\_\_

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?
CONTRA COSTA COLLEGE	SAN PABLO, CA	AVA DEGREE	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: PRIOR LIKE EXPERIENCE, OVER 20 YEARS EXPERIENCE IN CUSTOMER SERVICE AND CASH HANDLING.			

## 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 ARAMARK  
 Type of Business CONCESSION WORK Telephone No. 510 472-9133 Supervisor's Name RENEE WADLE  
 Your Position and Duties FOOD PREP, CASHIERING DUTIES

Dates of Employment: From 2013 To 2016

Reason for Leaving: NEW JOB

Name and Address of Employer BLUE APRON  
 Type of Business FOOD PREP Telephone No. 510 909-1467 Supervisor's Name THEA RESA MINK  
 Your Position and Duties MEASURED SPICES, PREPARED VARIOUS MENUS FOR VARIOUS CUSTOMERS

Dates of Employment: From 2015 To 2016

Reason for Leaving: NEW JOB

Name and Address of Employer WALMART

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Your Hospitality Staffing Professionals

Type of Business RETAIL Telephone No. (510) 932-9817 Supervisor's Name SEWANDA WILLIAMS  
Your Position and Duties CASHIER / SALES PERSON  
ASSISTED CUSTOMERS & RANG UP PURCHASES

Dates of Employment: From 2013 To 2015

Reason for Leaving: TEMPORARY / SEASONAL

Name and Address of Employer GOODWILL INDUSTRIES

Type of Business NON PROFIT Telephone No. (510) 237-2200 Supervisor's Name MARC JAMISON  
Your Position and Duties ASSISTANT MANAGER  
OPENED & CLOSED STORE, BALANCED AT DAYS END, CASHIERING,  
PRICED DONATIONS, SCHEDULED WORKERS

Dates of Employment: From 2009 To 2013

Reason for Leaving: STORE CLOSED

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: SEWANDA WILLIAMS Telephone No. (510) 932-9817  
Address UNKNOWN DE 9718

Occupation: \_\_\_\_\_ Relationship: SUPERVISOR Number of Years Acquainted: 20

Name: THEARESA MILLY Telephone No. (510) 909-1467  
Address UNKNOWN

Occupation: \_\_\_\_\_ Relationship: SUPERVISOR Number of Years Acquainted: 20

Name: MARC JAMISON Telephone No. (510) 237-2200  
Address UNKNOWN

Occupation: \_\_\_\_\_ Relationship: MANAGER Number of Years Acquainted: 20

**Please Read Carefully, Initial Each Paragraph and Sign Below**

RW 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.

RW 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.

RW 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.

RW 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.

RW 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**

Phanis W

**Date**

3/21/18

# Pharris Wheeler

T: 510.290-6856 ♦ E: [pharriswheeler10@yahoo.com](mailto:pharriswheeler10@yahoo.com)



## •Professional Summary•

Thorough, multi-faceted, and dedicated professional, with broad experience in loss prevention management and retail operations. My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation. Current ability to juggle multiple priorities and meet tight deadlines without compromising quality.

## •Summary of Skills•

▶ Team Player	▶ Loss Prevention	▶ Telemarketing
▶ Food Prep	▶ Detail Oriented	▶ Case Management
▶ Sanitation	▶ Inventory Control	▶ Customer Service Excellence
▶ Hazmat	▶ Front Desk Management	▶ Time Management

## •Additional Skills•

- ▶ **Reliability** - take personal responsibility for job performance. Complete work in a timely and consistent manner. Keep commitments
- ▶ **Adaptability** - adapts to changing work environment, work priorities, organizational needs. Able to deal with change and diverse people
- ▶ **Planning /organizing** - plan and organize tasks and work responsibilities to achieve objectives. Set priorities. Schedule activities. Allocate and use resources appropriately
- ▶ **Communication** - express ideas effectively. Organize and deliver information appropriately. Listen actively

## •Employment History•

2013-2016 - Cashier – AT&T Ballpark – San Francisco, CA

2015-2016 – Food Production Line Worker – San Francisco, CA

2013-2015 – Cashier – Walmart – Richmond, CA

2009-2013 – Assistant Manager – Goodwill Industries – San Leandro, CA

2004-2010 – Custodian – Washington – Berkeley, CA

2004-2009 – In Home-Support – In Home Services – Oakland, CA

2006-2011 – Concession Worker – Aramark – Oakland, CA

1991-2011 – Customer Service – DMV – Oakland, CA

## Internship/Volunteer Work

2009-2011 – Internship – Veterans Program – Menlo Park, CA

## •Education•

2011 – Coser Program – Certification – Merritt College – Oakland, CA

BAS/H.H.A/C.N.A – Certification – Berkeley, CA

MTD College – Medical Assistant Certification – Oakland, CA

A.A. Degree – Business Communications – Contra Costa College – San Pablo, CA

AT&T years. 3.

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barcland  
compute.

**Cashier Test**

Score 14 / 15

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 8.75

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?  
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?  
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?  
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? MILITARY ID, STATE ID,

15) How many \$20 bills are in a bank band? 100.00 DL