

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 Charles E Thomas Date: 4/09/18
 Home Telephone (510) 253-5941 Other Telephone () _____
 Present Address 217 Eddy St Apt 611
 Permanent Address, if different from present address: _____
 Email Address CharlesThomas1993@yahoo.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: 6 Per
 Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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 Indeed 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 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| PM | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

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 _____

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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? |
|--|--------------|--------------------------------------|--------------------------|
| OAKLAND TECH | OAKLAND CA | | Yes |
| Do you have any special licenses, certificates or special training? If so please list under "Special". | | YES | <input type="radio"/> NO |
| Are you computer literate? If so, list software knowledge under "Special." | | <input checked="" type="radio"/> YES | NO |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special." | | YES | <input type="radio"/> 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 | <input type="radio"/> NO |
| Special: | | | |

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 Silicon Valley Staffing

Type of Business Staffing A Telephone No. () Supervisor's Name

Your Position and Duties Dishwasher

Dates of Employment: From 11/27/17 To 4/9/18

Reason for Leaving: Still there

Name and Address of Employer Blue Star Refreshments

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

Your Position and Duties Coffee maker

Dates of Employment: From 8/12/16 To 11/24/17

Reason for Leaving: Had got rob and my jaw broke

Name and Address of Employer

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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: Christy Smith Telephone No. (415) 637-5265

Address _____

Occupation: Stay At Home mom Relationship: Friend Number of Years Acquainted: 6

Name: Dereik Woods Telephone No. (408) 500-7586

Address _____

Occupation: don't know Relationship: Friend Number of Years Acquainted: 2

Name: Jessica Posey Telephone No. (510) 830-9003

Address _____

Occupation: _____ Relationship: 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** _____

Charles Thomas 217 Eddy St San Francisco CA 415-5797236

Charlesthomas1993@yahoo.com

Qualifications and Skills:

- Excellent customer service skills, able to verbally communicate, efficient writing skills.
- Management and training. Ability to work with diverse populations.
- Internet Research and Social Media. Web Application.
- Outreach and organizational skills. Inventory and stock. Maintained professional relationships with vendors.
- Ability to work independently or as part of a team. Flexible.

Employment History:

Silicon Valley Staffing

Oakland, CA 11/27/2017 to 12/08/17

Dishwasher Support

- Performed inventory and stock. Provided support to staff. And taking the trash out as well
- Responsible for assisting with sanitation & cleaning on site and equipment.
- Running the dish machine to keep germs to the customers

San Francisco CA 08/12/2016 to 11/24/2017

Blue star Refreshments

- Performed brewing coffee, make spa water
- Taking out trash as accustom to Keeping a clean environment
- Receiving Inventory day to day basis

Episcopal Community Service San Francisco, CA 04/24/2014 to 07/07/2016

Customer Service/Service Coordinator

- Performed Frontline customer service operator functions.
- Maintained a clean and organize food station
- Signed people in to beds and feed them

Palega Recreation Center San Francisco CA 02/10/2014 to 05/28/2015

Service Coordinator

- Pass out equipment as necessary for certain activities and taking up Id's for certain stations
- Answer questions about the recreation center for people
- Setting up for Zumba classes

Select Staffing San Francisco, CA 01/22/2012 to 01/06/2014

Event Server/Prep Cook

- Unloading trucks stocking orders
- Sell items at the concessions stand
- Security stand point

First Building Maintenance

Janitorial

03/16/2013 to 07/19/2013

- Operate heavy equipment such as water vacuum
- Buffing floors
- Cleaning and maintain tools

Education:

Berkeley Adult School, CA Cooking 2008
Oakland Tech 1994-1998

Dishwasher Test

Score 7 / 10

- 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
- E 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
- a 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
- a 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
- D 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

