

## 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 Maytenya Gemmill Date: 6-20-18  
 Home Telephone (415) 629-6988 Other Telephone ( )  
 Present Address 1139 E Ozbourn Ct San Francisco Ca 94130  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address maytenya@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Open Salary desired: Open

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 \_\_\_\_\_ Newspaper ☐ Job Fair ☒ Agency ☐ Company Website ☐

Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes X No \_\_\_ If hired, on what date could you start working? 6-21-18

*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  | <u>Open</u> | <u>9-2</u>  | <u>9-2</u>  | <u>9-2</u>  | <u>9-2</u>  | <u>9-2</u>  | <u>Open</u> |
| PM  | <u>↓</u>    | <u>4-12</u> | <u>4-12</u> | <u>4-12</u> | <u>4-12</u> | <u>4-12</u> | <u>↓</u>    |
| 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 \_\_\_

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? |
|--|------------------|---------------------------|-------------------|
| City College of SF   | San Francisco CA | AA Business               | Yes               |
| San Francisco State  | San Francisco CA |                           |                   |
| 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:   |                  |                           |                   |

## 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 ~~Redding~~ Pit River Health Service

Type of Business Clinic Telephone No. (530) 335-3651 Supervisor's Name Patty

Your Position and Duties Medical Receptionist  
Answered phones, Scheduled appointments, Data Entry

Dates of Employment: From 1/10 To 8/10

Reason for Leaving: Moved out of area

Name and Address of Employer Jack In The Box

Type of Business Food Service Telephone No. ( ) Supervisor's Name John Sanders

Your Position and Duties Assistant and Store Manager  
Customer Service, Business management, Food Service

Dates of Employment: From 2/02 To 5/04

Reason for Leaving: Let Go

Name and Address of Employer Redding Rancheria Child Care

Type of Business Child Care Telephone No. ( ) Supervisor's Name Tanya Walters

Your Position and Duties Child Mentor  
Supervising and mentoring children, Cook

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Dates of Employment: From 4/99 To 9/00

Reason for Leaving: moved out of Area

Name and Address of Employer McDonalds

Type of Business Food Service Telephone No. ( ) Supervisor's Name Joan

Your Position and Duties Shift Leader

Customer Service, Food handling, Cash handling

Dates of Employment: From 1/97 To 3/99

Reason for Leaving: Quit with Notice

Have you ever been fired from any previous place of employment? If so, please explain: Conflict with Supervisor

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?  
If so, describe:

Yes No ☒

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Jude TenBear Telephone No. (530) 218-4199

Address Colusa CA

Occupation: Councilor Relationship: Friend Number of Years Acquainted: 6

Name: Brandy Yrrgoyen Telephone No. (530) 410-7594

Address San Francisco CA

Occupation: Councilor Relationship: Friend Number of Years Acquainted: 20

Name: Jessica Alba Telephone No. (510) 228-7360

Address San Francisco Ca

Occupation: Receptionist Relationship: Friend Number of Years Acquainted: 6

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

MS

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.

MS

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.

MS

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.

MS

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.

MS

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**

Maytenya Semmell

**Date**

6-20-18

**PERSONAL PROFILE**

A motivated, friendly professional with a passion for teaching and helping others. Creative and resourceful team member who is dedicated and driven to achieving program goals. Proficient in the following areas:

- Business Management
- Presentation Creation
- Customer Service
- Financial Analysis
- Project & Team Leadership
- Communication

**SKILLS & EXPERIENCE**

- Planned, directed, and managed daily operations of establishments
- Hired, trained, and evaluated personnel in sales establishments
- Answered customer's questions, and provided information on procedures and policies
- Operated office equipment and used software applications to prepare reports and financial statements

**EDUCATION**

**City College of San Francisco, San Francisco, CA**

2018

Associate's degree – General Business

**VOULUNTEER**

**Parent Teacher Organization (PTO), San Francisco, CA**

August 2017 -Present

- Engaged families in district policy discussions and represent parent concerns to district leaders
- Assisted with developing parents' capacity for student academic learning at home and at school
- Observed students' performance and relayed information to the teacher

**EMPLOYMENT HISTORY**

**Medical Receptionist – Pit River Health Services, Burney, CA**

January 2010 – August 2010

Performed routine clerical and administrative functions such as scheduling appointments, organizing and maintaining paper and electronic files and providing information to callers. Used computers for database management and word processing. Answered telephones, took messages, and transferred calls.

- Greeted visitors, ascertained purpose of visit, and directed them to appropriate staff
- Kept records of customer interactions and transactions

**Store Manager – Jack In The Box, Turlock, CA**

February 2002 – May 2004

Reviewed financial statements, sales reports, and other performance data to measure productivity and identify areas needing cost reduction or program improvement. Examined inventory and sales records to prepare reports for management. Supervised employees engaged in sales, inventory-taking and reconciling receipts.

- Monitored sales activities to ensure customers received satisfactory service and quality goods
- Conducted supervisory activities, such as creating work schedules and organizing time sheets

**Child Mentor – Redding Rancheria Child Care Center, Redding, CA**

April 1999 – September 2000

Organized, led, and promoted interest of recreational activities, such as arts, crafts, sports, games, and hobbies. Enforced program rules and regulations of recreational facilities and equipment to maintain discipline and ensure safety. Inspected equipment and supplies for safety standards and maintenance.

- Participated in staff development trainings and workshops
- Explained techniques and safety procedures to participants and demonstrated use of equipment

**Shift Leader – McDonalds, Redding, CA**

January 1997 – March 1999

Supervised and coordinated activities of workers engaged in preparing and serving food. Assigned duties, responsibilities, and work stations to employees in accordance with work requirements. Inspected supplies, equipment, and work areas to ensure efficient service and conformance to standards.

- Performed various financial activities, such as cash handling and deposit preparation
- Met with staff to discuss menu items, store policy, and other work-related issues



Maytunya Gemmill  
9/10

**Dishwasher Test**

- 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
- I 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
- 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





| Applicant Information                                  |  |
|--|--|
| Name: <u>Maytenya Gennill</u>                          | Interviewer: <u>BG</u>                 |
| Date: <u>6.19.18</u>                                   | Rate of Pay: <u>\$15.50 / PTH \$15</u> |
| Position (s) Applied for: <u>Dish Server, Cashier.</u> | Referred by: <u>Job fair.</u>          |

| Test Scores |     |   |              |     |   |
|-------------|-----|---|--------------|-----|---|
| Server      | /35 | % | Bartender    | /30 | % |
| Prep Cook   | /15 | % | Barista      | /10 | % |
| Grill Cook  | /40 | % | Cashier      | /10 | % |
| Dishwasher  | /10 | % | Housekeeping | /16 | % |

| Seeking:         |
|------------------|
| Full-Time        |
| <u>Part-Time</u> |

| Relevant Experience & Summary of Strengths   |  |
|--|--|
| <b>Server:</b><br><u>goes to school. P.T. full f.T.</u><br><u>manager at Jack in the Box. 2 years.</u><br><b>Bartender:</b><br><u>Both and Foli.</u><br><u>Needs ID and uniform.</u> | <b>Cook: Prep, Line, or Grill</b><br><b>Dish: 3 Sink Process or Machine</b><br><b>Busser:</b><br><b>Cashier:</b><br><b>Concessionaire:</b> |
| P.O.S. Experience: Y / N details: _____  |  |

| Transportation |                       |                            |
|----------------|-----------------------|----------------------------|
| Car            | <u>Public Transit</u> | Carpool ( Rider / Driver ) |

| Regions Available to work: |                |              |          |                |
|----------------------------|----------------|--------------|----------|----------------|
| <u>SF City</u>             | SF North       | SF Peninsula | East Bay | Outer East Bay |
| San Jose                   | South San Jose | SJ Peninsula |          |                |

| Certifications (if any) |              |      |                   |                    |
|-------------------------|--------------|------|-------------------|--------------------|
| TIPS                    | Food Handler | LEAD | Other <u>P.A.</u> | <u>Will Submit</u> |

| Availability |         |         |               |               |
|--------------|---------|---------|---------------|---------------|
| <u>Open</u>  | AM only | PM only | Weekdays only | Weekends only |

Details:

| Uniforms Owned: |            |            |            |             |                |        |
|-----------------|------------|------------|------------|-------------|----------------|--------|
| WHT Bistro      | BLK Bistro | Black Vest | Black Tie  |             |                |        |
|                 | Chef Coat  | Chef Pants | Polo Shirt | Black Pants | Non-Slip Shoes | Knives |

|   |                       |                         |
|---|-----------------------|-------------------------|
| Would you recommend this applicant for Acrobat Academy? | Convention Candidate? | Other Languages Spoken: |
|   |                       |                         |

