

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 Megan Wong Date: 07/14/18

Home Telephone (415) 994-1567 Other Telephone ()

Present Address 1591 37th Avenue, San Francisco, CA 94122

Permanent Address, if different from present address: _____

Email Address mwendy068@gmail.com

EMPLOYMENT DESIRED

Position applying for: Pastry Cook / Baker Salary desired: negotiable

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 _____ 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? 08/06/18

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	7 am	7 am	7 am	7 am	7 am	7 am	7 am
PM	10 pm	10 pm	10 pm	10 pm	10 pm	10 pm	10 pm

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 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?
University of California, Riverside	Riverside, CA	BS	Yes
City College of San Francisco	San Francisco, CA	Certificate	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: Food Handler's Certificate, Microsoft suite			

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 Fillmore Bakeshop

Type of Business Bakery/Food Service **Telephone No.** () **Supervisor's Name** Elena Basergio

Your Position and Duties production of laminated doughs cookie doughs, cakes, pies, specialty & seasonal items

Dates of Employment: From 08/17 To 03/18

Reason for Leaving: School

Name and Address of Employer Merlone Geier Partners & Management

Type of Business Real Estate **Telephone No.** () **Supervisor's Name** Katrina Davidson

Your Position and Duties First point of contact for clientele & visitors, management of meetings & conference room schedules, general kitchen & office inventory and maintenance

Dates of Employment: From 08/15 To 03/17

Reason for Leaving: School

Name and Address of Employer Boba Guys, Inc.

Type of Business Food Service **Telephone No.** () **Supervisor's Name** Andrew Chau

Your Position and Duties preparation of tea and small baked products, maintenance of sanitation and equipment orderliness, resolution of customer issues

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: no

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No X

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: Elizabeth Riehle Telephone No. (415) 267-0510

Address City College of San Francisco, Downtown Campus

Occupation: Pastry Chef Instructor Relationship: Teacher Number of Years Acquainted: 1

Name: Donna Ng Telephone No. (415) 751-9044

Address _____

Occupation: Pastry Cook Relationship: Colleague Number of Years Acquainted: 1

Name: _____ Telephone No. (____)

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

MM

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.

MM

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.

MM

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.

MM

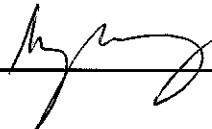
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

MM

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

07/16/18

Attorney-Client Privileged and Confidential Work Product

Tuckshop Code of Conduct

Our mission is to provide the best corporate food in the world. To help us accomplish this mission and run a safe and healthy kitchen, we count on everyone assigned to work in the Tuckshop to follow certain standards. And by everyone, we mean "everyone." We're all in this together: these standards apply equally to Dropboxers and those employed by Acrobat or other staffing agencies.

Attendance and Punctuality: All Tuckshop workers must be at their respective work stations, in full uniform (See Below), at their scheduled start times, unless otherwise excused.

- An unexcused absence is counted as a full (1) incident and a tardy is counted as a half (.5) incident.
- Employees must notify their supervisor of their absence 2 or more hours in advance of their scheduled start time.
- New hires, within their first 90 days of employment, are allowed no more than 2 attendance-related incidents.
- After their first 90 days, all Tuckshop workers are allowed no more than 5 attendance related incidents in a year, effective from date of hire. Generally, a written warning will be issued following 4 attendance-related incidents, and a final written warning will be issued following 5 attendance-related incidents, but this isn't a lock-step process and Dropbox may decide to issue warnings sooner or to take different action, depending on the circumstances. If you have 6 attendance related incidents or more, you will be asked to leave Dropbox. A No Call No Show will be grounds for disciplinary action and you may be asked to leave Dropbox.

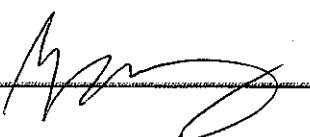
Uniforms and Appearance: All employees will represent the Tuckshop with a professional appearance:

- For health and safety reasons, please be clean-shaven or have neatly groomed facial hair and trimmed nails, with long hair pulled back and secured. Hair nets will be provided as necessary.
- All kitchen personnel must wear the following: Hat, Chef Coat (with undershirt tucked in), Apron, Kitchen Pants, Non-Slip Shoes. They also must carry a Probe Thermometer and Sharpie.
- Non kitchen personnel must wear non-slip shoes and work-appropriate pants, shirt and hat (where applicable)

Professional Conduct

- Provide polite and hospitable service to all Tuckshop guests
- Tuckshop workers are not permitted to drink alcoholic beverages during working time. Non-Dropboxers may enjoy Dropbox happy hours if hosted and accompanied by a Dropbox employee.
- Keep it respectful - excessive inappropriate or profane language is prohibited and will result in disciplinary action.
- For health and safety reasons, Tuckshop employees may not use cell phones except on breaks or when approved by a supervisor

Printed Name Megan Wong

Signature  Date 07/16/18



MW

MEGAN WONG

PHONE

415.994.1567

EMAIL

MWONG068@GMAIL.COM



[linkedin.com/in/meganewong](https://www.linkedin.com/in/meganewong)

AREAS OF EXPERTISE

- Breads and Rolls
- Yeast-raised products
- Cake Production and Decoration
- Cookies, Tarts, Muffins, and Scones
- Petit Fours
- Chocolates and Confections
- Plated Desserts
- Frozen Desserts
- Barista

AWARDS

Hazel Boy Scholarship
City College of San Francisco

Attended Artisan Breads and Viennoiseries class at The French Pastry School

SUMMARY

A graduate of the Baking and Pastry Certification Program at City College of San Francisco; versatile, reliable and efficient with experience as a Pastry Intern and over 1.5 years of working in high paced team environments. Background includes large-scale project management, commercial kitchen knowledge, and customer relations. Strengths include:

- Fast learner with attention to detail.
- Customer awareness, problem solver and team player.
- Excellent phone and interpersonal skills.

EDUCATION

City College of San Francisco

Baking and Pastry Certificate Program

2018

ServSafe Certification

2018

University of California, Riverside

Bachelor of Science, Plant Biology

- Chinese Student Association
- Sigma Kappa Sorority

2014

*Set up
Interview
Please*

WORK EXPERIENCE

Fillmore Bakeshop

Pastry Intern

September 2017 – March 2018

Production of laminated doughs including croissant and Danish; preparation, baking off, and decoration of various types of cookies; torting, filling, decorating, and finishing of cakes; prep and manufacturing of various items including pies, bundt cakes, and seasonal pastry products; followed principles of sanitation and safety in handling food and equipment

- Proper food preparation utilizing approved recipes, following prescribed production standards, use of proper equipment.
- Direct interaction with customers with ability to resolve customer complaints in a friendly manner

Merlone Geier Partners & Management

Administrative Assistant

September 2015 – March 2017

First point of contact for clientele and visitors, arrangement and management of meetings and conference room schedules, responsible for maintenance and inventory of general kitchen and office supplies, processing of invoices and creation of travel and general expense reports

- Proven ability to use computers for word processing, spreadsheet, database management
- Organization of large scale catering events in office meetings and celebrations

Boba Guys, Inc.

August 2014 - March 2015

Shift Lead

Supervision and direction of three to four baristas at a time, preparation of many different types of tea and small baked products; accountable for opening of the store daily; answered customer questions and resolved issues promptly.

- Maintains sanitation and orderliness of all equipment, supplies and utensils within work area
- Ability to follow recipes and instructions for accurate preparation of large productions with minimal supervision

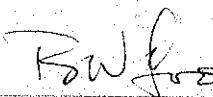
Certificate of Completion

This certificate recognizes that

Megan Wong

has successfully completed and passed the

California Food Handler Training Certificate Program



Byong W. Yoo, PhD (Founder)

Issue Date: 09/09/2017
Expiration Date: 09/08/2020

This course successfully meets the requirements for the California Food Handler Card.

Confirmation: 3215783
Verification Code: 2017-XAEKVD



Premier Food Safety
Protecting people's lives for over 35 years

California Food Handler Card

Megan Wong

Issue Date: 09/09/2017
Expiration Date: 09/08/2020

Confirmation #: 3215783
Verification Code: 2017-XAEKVD

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