

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.

Full Name Willie Gilbert Date: 8-24-18
 Home Telephone (818) 865 9585 Other Telephone () _____
 Present Address 5530 Klump Ave #1
 Permanent Address, if different from present address: _____
 Email Address Willie Gilbert@gmail.com

Position applying for: Diswasher Salary desired: _____

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 Serbelio Munoz 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? 9-10-18

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>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	
PM		<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____

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

Serbelio Munoz

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?
Dorsey High	Los Angeles, CA	12	Yes
Bryman College	Alhambra, CA	Certificate of Graduation	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."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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	<u>NO</u>
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 Shadon Arreaga Self Defense Academy
 Type of Business Martial Arts Telephone No. (818) 352-8828 Supervisor's Name Donnie Poyoc
 Your Position and Duties Assistant Instructor Run Children Classes

Dates of Employment: From Jan 2018 To Present

Reason for Leaving: Better Opportunity

Name and Address of Employer Richard Mesquita Martial Arts

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

Your Position and Duties Provided Discipline, training, and Organize classes

Dates of Employment: From Nov. 2017 To Nov. 2018

Reason for Leaving: Job Ended

Name and Address of Employer West Star Physical Therapy

Type of Business Physical Therapy Telephone No. () Supervisor's Name J.P. Rivera

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: _____

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

Yes ___ No ___

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

Name: _____ Telephone No. () _____

Address _____

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

Name: _____ Telephone No. () _____

Address _____

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

Name: _____ Telephone No. () _____

Address _____

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

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

9

Objective

Driven, creative and flexible individual aspiring to start work with an accomplished and credible company. Seeks to strengthen and utilize skill set in stocking, construction, clerical and customer service. Experience includes physical therapy assistance, carpentry duties for construction and cleaning. Energetic self-starter with strong communication skills, highly productive and adaptable to any work environment.

Employment History

Shaolin American Self Defense Academy, North Hollywood, Ca January 2018-Present Assistant Instructor (Volunteer)

Assist Instructor in running Children Classes and Private Classes

Provided organization, discipline and focus for the children in their activities

Richard Mesquita Martial Arts, Echo Park, CA November 2013 – November 2014
Assistant Instructor (Volunteer)

- Instructed children ages 4 to 14 Years in Kenpo Karate
- Provided organization, discipline and focus for the children in their activities
- Monitored technique lines, sparring matches and exercises
- Looked after children while parents were picking them up

Michael Chernick Construction, Los Angeles, CA March 2011 – May 2011 Construction Worker (Contract)

- Removal and application of paint and primer to industrial and residential complexes
- Provided sanitation and a clean work environment for other workers
- Reported all duties and issues to the supervisor daily
- Introduced and trained on carpentry machinery and painting tools

West Star Physical Therapy, Montebello, CA February 2006 – April 2006 Physical Therapy Assistant (Internship)

- Provided physical therapy to Patrons and Patients
- Applied different forms of therapy including heat therapy, electro therapy and physical
- Organized all patient files and invoices
- Cleaned laundry and towels used by patients in addition to disinfecting machinery and swept premises

Objective

Driven, creative and flexible individual aspiring to start work with an accomplished and credible

All gaps in employment due to medical leave

Education

Bryman College, Alhambra, CA Graduated 2007 Certificate of Completion as a Medical

Assistant

Susan Miller Dorsey High School, Los Angeles, CA Graduated 2004 High School

Diploma

Dishwasher Test

- 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
- 2) While washing dishes by hand, which item should you wear?
 - a) Cutting glove
 - b) Oven Mitt
 - ☒ c) Rubber glove
 - d) Nothing
- 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
- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
 - a) True
 - ☒ b) False
- 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
- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
 - ☒ a) True
 - b) False
- 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
- 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
- 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
- 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

1) When washing your hands, which hand should be used to dry them?

- a) Clean paper
- b) Softened washing cloth
- c) ☒ Slightly wet paper towel
- d) Common used cloth

2) When washing dishes by hand, which hand should you wear?

- a) Cleaning glove
- b) Cloth hand
- c) ☒ Rubber glove
- d) Washing

3) When do you wear your gloves?

- a) Before you start work
- b) After handling non-food items (garbage, laundry, cleaning chemicals)
- c) After using the restroom
- d) ☒ All of the above

4) If you need to remove a heavy load, you should pull and not push the load.

- a) True
- b) ☒ False

5) Which of the following could you do to help for fading stained front?

- a) Soak front loading box
- b) Hot tip (boiler, soap, etc)
- c) Hot equipment (boiler, soap, cleaning agents)
- d) ☒ All of the above

6) An electrical injury, accident or illness should be reported immediately to the supervisor on duty.

- a) True
- b) ☒ False

7) When should you do a full shift or a 1/2 shift?

- a) Leave it for someone else to clean up
- b) ☒ When you are out of your shift to clean it
- c) When the shift ends immediately
- d) Not sure

8) When loading and leaving your laundry?

- a) Wear rubber gloves
- b) Do not to wear anything
- c) ☒ Put on overalls or dry clean power
- d) Nothing

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for:

- a) Rinsing
- b) ☒ Sanitizing
- c) Washing
- d) Drying

10) What is the proper method for cleaning and sanitizing equipment or linens?

- a) Spray with a cleaning solution and wipe with a sanitized cloth
- b) ☒ Soak with a sanitizing solution, then rinse with clean water and dry
- c) Wash with soap or spray with a sanitizing solution
- d) Wash off with a clean cloth, then wipe with a sanitizing solution