

## 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 STEPHEN KET LOK LEONG Date: 9-13-2018  
 Home Telephone ( ) \_\_\_\_\_ Other Telephone (415) 802 4335  
 Present Address 1535 21st AVE. SF. CA 94122  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address STEPHENLEONG7@gmail.com

### EMPLOYMENT DESIRED

Position applying for: PREP COOK Salary desired: 18-  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
JOBS NOW

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 JULES 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? ANY DATE

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>10 AM - 10 PM</u>	<u>10 AM - 10 PM</u>	<u>10 AM - 10 PM</u>	<u>10 AM</u>	<u>10 AM</u>	<u>10 AM</u>	<u>10 AM</u>
PM	<u>6 PM</u>	<u>6 PM</u>	<u>6 PM</u>	<u>6 PM</u>	<u>6 PM</u>	<u>6 PM</u>	<u>6 PM</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 ☒ 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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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 the San Francisco Fair Chance Ordinance, 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	SF 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:			

## 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 SAFEWAY INC

Type of Business SUPERMARKET Telephone No. (707) 344 8396 Supervisor's Name ANDREW

Your Position and Duties DEP. CLERK

PREPARED HOT DISHES AND MAINTAINED A CLEAN AREA

Dates of Employment: From 3-2017 To 20-2017 Weekly Pay: Starting \_\_\_ Ending \_\_\_

Reason for Leaving: LOOK FOR BETTER JOB.

Name and Address of Employer GARDENER ASSISTANT. GOLDEN GATE PARK.

Type of Business \_\_\_ Telephone No. (415) 741-6114 Supervisor's Name JOEL

Your Position and Duties PUBLIC SERVICE TRAINING

ROUTINE PARK MAINTENANCE, WEEDING, PRUNING, BRUSH REMOVAL

Dates of Employment: From 8/15 To 28/2016 Weekly Pay: Starting 15 Ending \_\_\_

Reason for Leaving: TEMP WORK

Name and Address of Employer MCWT COMPANY LTD 888 BRANNAN ST.

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Type of Business WHOLESALE Telephone No. ( ) Supervisor's Name SELF EMPLOY

Your Position and Duties JEWELER SALE ASSOCIATE

RESPONSIBLE FOR SALE AND MARKETING JEWELRY

Dates of Employment: From 12/2004 To 11/2008 Weekly Pay: Starting Ending

Reason for Leaving: COMPANY CLOSED

Name and Address of Employer CALIFORNIA PACIFIC MEDICAL CENTER

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

Your Position and Duties COOK, PREPARED NUTRITIOUS MEALS FOR

PATIENTS AND STAFF, OBSERVED AND TESTED FOOD

Dates of Employment: From 11/1992 To 4/1996 Weekly Pay: Starting Ending

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: JOEL THOMAS Telephone No. (415) 741 6114

Address

Occupation: SUPERVISOR Relationship: MY FORMER BOSS Number of Years Acquainted:

Name: JENNIFER WALTON Telephone No. (415) 533-9059

Address

Occupation: GARDENER Relationship: FORMER CO WORKER Number of Years Acquainted:

Name: Telephone No. ( )

Address

Occupation: Relationship: Number of Years Acquainted:

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

HC

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.

SC

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.

SC

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.

SC

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.

SC

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**

[Handwritten Signature]

**Date**

9-13-2018