

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 Sheila Lopez Date: Jan 15, 2019
 Home Telephone (415) 312-0499 Other Telephone ()
 Present Address 481 Eddy St #307 94109 SF, CA
 Permanent Address, if different from present address:
 Email Address shelopez415@gmail.com

EMPLOYMENT DESIRED

Position applying for: Barista Salary desired: \$19

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 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		8:30					
PM		5:30					

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?
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

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 _____

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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 _____
Your Position and Duties _____

Telephone No. (____) _____ Supervisor's Name _____

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: _____ **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

SL

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.

SL

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.

SL

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.

SL

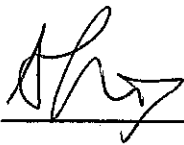
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

SL

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

Jan 15, 2019

Baristas Wanted - FULL TIME, Benefits Offered

'Sheila Lopez' via Recruiting-San Francisco

Sat, Jan 12, 2019 at 11:27

<RecruitingSF@acrobatoutsourcing.com>

AM

Reply-To: Sheila Lopez <cddb10d2ff5a3648b624d97cd0e7bf2c@reply.craigslist.org>

To: 7rshx-6792631978@job.craigslist.org

Sheila Lopez

481 Eddy St #307

94109 San Francisco, CA

shelopez415@gmail.com

415-317-0499

Summary

Creative and enthusiastic art and child development major interested in working in a professional environment. Experience in working with children, food, and in the medical laboratory field. Ambitions to teach art to children of all learning backgrounds and open a personal business.

Education

Academy of Arts and Sciences, Class of 2014

2010 - 2014

City College of San Francisco

2015 - Present

Work Experience

Cafe Josephine Lead Barista

July 2018 - Present

- Greeted and listened effectively to customers to ensure courteous and quick service
- Maintained café cleanliness at all times, including cleaning tables, maintaining condiment bar, and removing trash.
- Prepared and served drinks and food in accordance with health codes and café standards
- Greeting customers, provided information for specials and promotions, and setup advertisement displays for new incoming merchandise, beverages and bakery items

Viva La Tarte Barista.

May - July 2018

- Prepares all types of house beverages from coffee, tea to hot chocolate
- Manages and oversees all brewing equipment
- Manages cashiering station

Panini Café Barista
2018

Jan 2018 – April

- prepare and present beverages according to established recipe and presentation standards
- display merchandise in an attractive and functional manner
- stock inventory according to storage requirements

Peets Coffee & Tea
2017

Sep 2016 – April

- Sells coffees and coffee grinding and brewing equipment by explaining differences in coffee beans and coffee preparation machines; demonstrating how brewing equipment operates
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs
- Prepares and sells coffee drinks by following prescribed recipes and preparation techniques for coffee drinks, such as, espresso, espresso lungo, caffe latte, and cappuccino.

Illy Coffee Barista/Lead Barista

Jan 2016 – Aug 2016

- Maintain and control excellent coffee quality throughout shift and shifts thereafter
- Prepare and serve drinks at quality possible while doing so in a fast pace environment
- Training baristas of all backgrounds and experience levels to ensure best quality possible and on procedures of keeping the work environment clean and positive

Grain D'or
2015

Oct 2014 – June

- Provided the customers with a pleasant dining experience and quality service.
- Ensured the cleanliness of dining area and food items before serving.
- Assisted others in carrying out their part of preparing/serving meals.

Science and Health Education Partnership, *Intern*

May 2013- Aug 2013

- Grew strains of *Lysteria* under different environments
- Observed and report scientific findings after manipulating strain of *Lysteria*
- Worked closely with other interns of different fields

Honors & Awards

California Institute of Regenerative Medicine	2013
Completion of Summer Internship	
SF County Certificate of Honor	
Certificate of graduation	2014
CA Food Handlers Card	2015
CPR Certification	2017

Skills

Bilingual, open-minded, creative, patient, organized, punctual

<https://sfbay.craigslist.org/sfc/fbh/d/san-francisco-baristas-wanted-full-time/6792631978.html>

Sent from my iPhone

Original craigslist post:

<https://sfbay.craigslist.org/sfc/fbh/6792631978.html>

About craigslist mail:

<https://craigslist.org/about/help/email-relay>

Please flag unwanted messages (spam, scam, other):

<https://craigslist.org/mf/7fd8df300b83784b415b4b958c236430d6531562.1>
