

## 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 Frank Douglas Clay III Date: 2/13/19

Home Telephone (628) 240-9200 Other Telephone ( )

Present Address 134 Golden Gate Ave.

Permanent Address, if different from present address:

Email Address frankclay77@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Dish Machine Operator Salary desired: 16

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? 2/14/19

**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 <u>DAILY</u>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM	<u>2:00</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

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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?
Galileo Highschool	SF, CA	11th	NO
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: I have my Serve Safe Food Handler Certificate. And I've completed ETP (employment training program) @ Larkin Street Youth Services. Lastly I'm enrolled in Larkin Street Youth Services GED program.

## 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

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:

**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:**

**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 PREFERENCES**

**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**

FDC 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.

FDC 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.

FDC 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.

FDC 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.

FDC 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

2/13/14

# Frank Clay

908 Post Street, San Francisco, CA.

Frankclay777@gmail.com

(628)240-9260

(209) 458-8446

**Objective:** To obtain a full-time position where I can employ my skills and training to contribute to the company's success and build an excellent reputation.

## Qualifications

---

- Two years of community and customer service experience
- Retail Sales and Customer Service Certification

## Skills

---

- Excellent oral and written communication
- Trained in Microsoft Word & Excel
- Ability to handle point of sale transactions
- Ability to organize files and folders
- Ability to manage appointments
- Outstanding interpersonal skills

## Relevant Experience

---

**Larkin Street Youth Services** San Francisco, CA 3/2018 – 8/2018  
Paid Internship

- Check-in clients for laundry room/shower (s)
- Bust ECC (Engagement Community Center)
- Clean shower (s), clothing closet, laundry room

**Larkin Street Youth Services** San Francisco, CA 10/2017 – 1/2018  
Youth Force

- Provide city beautification
- Litter picking up, needle and graffiti abatement.
- Attended work readiness workshops.

**Wing Stop** Daly City, CA 7/2017 – 10/2017  
Cashier

- Maintain register, responsible for handling money
- Greet customer & take order
- Bust dinning lobby
- Clean restroom (s)

## Work Ethics

---

- Punctual with great time value
- Responds well supervision
- Follows directions and ask for clarifications
- Dependable and reliable



# **Frank Clay**

908 Post Street, San Francisco, CA.

[Frankclay777@gmail.com](mailto:Frankclay777@gmail.com)

(628)240-9260

## **Professional References**

### **Deon D. Price**

Associate Director

Larkin Street Academy

San Francisco, CA 94102

Email: [dprice@larkinstreetyouth.org](mailto:dprice@larkinstreetyouth.org)

Phone: (415) 673-0911 ext. 239

### **Jayden P. Wheeler, MSN, RN (Ret.)**

STEM / Healthcare Instructor

Larkin Street Academy

San Francisco, CA 94102

Email: [jwheeler@larkinstreetyouth.org](mailto:jwheeler@larkinstreetyouth.org)

Phone: (415) 640-7274

### **Ramon R. Gougis**

STEM Instructor

Larkin Street Academy

Larkin Street Youth Services

San Francisco, CA 94102

Email: [rgougis@larkinstreetyouth.org](mailto:rgougis@larkinstreetyouth.org)

Phone: (415) 673-0911 ext. 270

Please feel free to contact any of my professional references regarding my work and academic performance.



# **Frank Clay**

908 Post Street, San Francisco, CA.  
[Frankclay777@gmail.com](mailto:Frankclay777@gmail.com)  
(628)240-9260

Dear Hiring Manager,

I am writing in response to your recent posting soliciting resumes for employment. Please accept this letter and accompanying resume as evidence of my interest in applying for that position with your company.

My enclosed resume clearly shows I have quality skills and abilities compatible with this position. Briefly, they are:

- Customer Service
- Skilled in pleasing food presentation
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences

After you have the opportunity to review my resume I would like to meet with you to discuss how effectively I can contribute. Should you have any questions before scheduling an appointment I may be reached through the numbers listed above.

Thank you very much for taking the time to review my resume and for your kind consideration. I look forward to speaking and working with you in the near future.

Sincerely,

Frank D. Clay



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

A 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

C 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, chafing dishes)
- d) Harsh chemicals
- e) All of the above

A 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

A 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

