

## 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 STEPHANIE E. PEATMAN Date: 2-22-2019  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (C) 415-424-1063  
Present Address 440 DAVIS Ct. # 922  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Stephaniepeatkins444@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Supervisor (Moscone event) Salary desired: open

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 X No \_\_\_ (Full time later)

Temporary work, e.g., summer or holiday work? Yes X No \_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☒ Name of Referral Keith Oliver Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes X 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	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
PM	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</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 X If yes, when?

Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_ No X If yes, please state name and relationship

If hired, would you have a reliable means of transportation to and from work? Yes X No \_\_\_ in San Francisco

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
Sequoia	Redwood City CA	12	yes
San Francisco State	SF, CA		yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		<input checked="" type="radio"/> YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: Experience Supervising Catering events			

**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

see resume

Type of Business \_\_\_\_\_  
Your Position and Duties \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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:

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:

See resume

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: NO

**MILITARY SERVICE**

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

Yes \_\_\_ No X

**JOB RELATED REFERENCES**

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

Name: Keith Oliver Telephone No. (415) 410-8177

Address 440 DAVIS ST. #222 ALBUQUERQUE

Occupation: Event Manager Relationship: Friend Number of Years Acquainted: 23

Name: Trevor Penning Telephone No. (415) 240-9299

Address 166 TURK ST. SF CA 94112

Occupation: Security Guard Relationship: Friend Number of Years Acquainted: 6

Name: WINDY BLOCK Telephone No. (510) 325-7756

Address 210 E. 13th Ave OAKLAND CA

Occupation: Event Supervisor Relationship: Friend Number of Years Acquainted: 20

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

SR

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.

SR

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.

SR

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.

SR

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.

SR

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**

[Signature]

**Date**

2-22-2019

**Stephanie Plateman**

440 Davis Court #922 | San Francisco, CA 94111

415 424-1063 (C) | stephanieperkins44@gmail.com

**Qualifications**

Strong communication skills in all catering environments. Ability to take initiative, think on my feet, , exceptional team working skills, and able to resolve issues with tact and diplomacy. I have an appreciation of customer expectations and commercial demands.

Experienced Event Manager, Supervisor, Captain and Lead with the ability to instruct and train co-workers. Able to motivate co-workers and delegate responsibilities appropriately, demonstrating a well-organized approach to work to insure productively.

**Strong leadership skills to encourage productive work**

**Full-Understanding of all aspects of catering and banquet service and events from preparation and set-up, to the execution of the event, to break-down and settlement.**

**Flexibility and stamina with the ability to adapt to different working environments.**

**Experienced, opening, closing, and properly stocking a bar, setting buffets, arranging formal table settings, and all other aspects of catering and events.**

**Experience**

**Supervisor, Captain, Lead-Server, and Lead Bartender**

The Village 969 Market St San Francisco, Ca

Captain, Lead, and Supervisor for innumerable catering and banquet events

Consistently delivered service beyond the client's expectations, resourcing temporary help and managing employees

*September 2017 to present*

**Bartender**

The Tempest, Jessie alley San Francisco, Ca

Worked opening and closing shifts. Mixing drinks interacting with regular patrons frequenting the bar on my shift. Handled inventory, placed orders for spirits, wine and beer, Training newly hired bartenders

*June 2015 to august 2017*

**Education** - BA, San Francisco state graduated 1996

Bachelor's degree in Sociology

Body Therapy Center, Palo Alto, Ca

