

## 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 Kimberly Johnson Date: 2/26/2019  
Home Telephone (509) 540-0397 Other Telephone ( )  
Present Address  
Permanent Address, if different from present address:  
Email Address

### EMPLOYMENT DESIRED

Position applying for: Catering Supervisor Salary desired: 30/hr  
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: 3/2/19 To: 3/8/19

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	<u>4am -</u>	<u>4am -</u>	<u>4am -</u>	<u>4am -</u>	<u>4am -</u>	<u>4am -</u>	<u>4am -</u>
PM	<u>11pm</u>	<u>11pm</u>	<u>11pm</u>	<u>11pm</u>	<u>11pm</u>	<u>11pm</u>	<u>11pm</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 \_\_\_

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?
GSU	San Francisco, CA	Associates	
Do you have any special licenses, certificates or special training? If so please list under "Special".		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."		<input checked="" type="radio"/> 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: familiar with Mac & windows applications, have used square, different types of POS systems, <del>Microsoft</del> eventbrite			

**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

(Self-employed)

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 \_\_\_\_\_

Resume

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?  
If so, describe:

Yes \_\_\_ No ☒

**JOB RELATED REFERENCES**

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

Name: Dina Janif Telephone No. (510) 512-0022

Address \_\_\_\_\_

Occupation: Event Manager Relationship: Manager Number of Years Acquainted: 2

Name: Genesis Vallejo Telephone No. (415) 505-9764

Address \_\_\_\_\_

Occupation: Studio Manager Relationship: Manager Number of Years Acquainted: 2

Name: Daniela Anles Telephone No. (559) 514-2732

Address \_\_\_\_\_

Occupation: Service Manager Relationship: Manager Number of Years Acquainted: 1

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

*[Handwritten initials]*

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.

*[Handwritten initials]*

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.

*[Handwritten initials]*

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.

*[Handwritten initials]*

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.

*[Handwritten initials]*

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**

2/26/2019

# Kimberly Johnson

kajohnson3140@gmail.com  
(509) 540-0397

## WORK EXPERIENCE

### Assistant / Under the Chuppah

San Leandro, CA / June 2018 - Present

- Assist hauling in/out, setting up wedding canopy
- Coordinate with appropriate staff

### Studio Manager / SF Studio Smith

San Francisco, CA / November 2017 - Present

- Prepare venue for events
- Oversee event operations
- Direct vendors and guests
- Conduct site visits for potential clients
- Maintain blog, website

### Event Manager / Red Poppy Art House

San Francisco, CA / June 2017 - January 2019

- Communicate with artists and accommodate their needs
- Prepare sound equipment and venue for performances
- Manage volunteers
- Maintain stock, clean venue, set up chairs
- Account for and report admission and donations

### Assistant / Marigold Florist

San Francisco, CA / June 2018, temporary position

- Completed prep work for large events
- Installed large-scale art installation at venue
- Assisted in all tasks to open new shop

### Server / Szabo Catering

San Francisco, CA / July - August 2017, temporary position

- Served food and drinks at events
- Loaded supplies in and out of venue

### Event Intern / Teens Act

San Francisco, CA / January 2018

- Assisted in planning event
- Oversaw event preparation and execution
- Managed catering staff and rentals
- Reached out to local businesses for donated items, silent auction

## EDUCATION

Golden Gate University, San Francisco CA / Associate's of Science 2016 - 2018

## REFERENCES

Dina Zarif, Red Poppy Art House booking@redpoppyarthouse.org (510) 512-0022

Genesis Vallejo, SF Studio Smith genesis@sfstudiosmith.com (415) 509-9764

