

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 Robbie Khonje Date: _____
 Home Telephone (415) 816 9025 Other Telephone (____)
 Present Address 3433 Haven St, Emeryville, CA 94608
 Permanent Address, if different from present address: _____
 Email Address robkhon@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Catering/Event Supervisor Salary desired: _____

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 ☒ 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? Any day.

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

NO Vacations planned

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?
Academy of Art	San Francisco, CA	Art, BA	NO
American Intercon University	London, UK	Art & Design	YES
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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	<u>NO</u>
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 SUPartners, 475 Brannan St, San Francisco, CA
 Type of Business Consultancy Firm Telephone No. (415) 536 6600 Supervisor's Name Mandisa Mitchell
 Your Position and Duties Operations Facilities Assistant,

Dates of Employment: From 08/2018 To 12/2018

Reason for Leaving: Position Terminated.

Name and Address of Employer

Type of Business Catering Company Telephone No. (415) Supervisor's Name Raymond Beltran
 Your Position and Duties Catering assistant, Catering set up/production duties.

Dates of Employment: From 02/2016 To 12/2017

Reason for Leaving: Laid off

Name and Address of Employer

Type of Business Self-Employed Telephone No. () Supervisor's Name N/A
 Your Position and Duties Catering chef (Provided catering services to clients)

Dates of Employment: From 06/2015 To 08/2017

Reason for Leaving: Contract ended.

Name and Address of Employer

Type of Business Food manufacturer Telephone No. () Supervisor's Name Christopher Smith
Your Position and Duties Production chef (Production duties Making healthy snacks)

Dates of Employment: From 08/2013 to 07/2014

Reason for Leaving: left to Pursue own business.

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 ☒

JOB RELATED REFERENCES

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

Name: Raymond Beltran Telephone No. ()
Address San Francisco, CA Former rbeltran@zanga.com
Occupation: Food & Bev Manager Relationship: Manager Number of Years Acquainted: 2 years

Name: Hafida Azgu Telephone No. (510) 277 2643
Address 1320, Addison St, Berkeley CA 94702
Occupation: Food Program & Front Desk Assistant Relationship: Number of Years Acquainted: 3 years

Name: Mandisa Mitchell Telephone No. (415) 536 6600
Address 475 Brannan St, San Francisco, CA 94107
Occupation: Operations Manager Relationship: Manager Number of Years Acquainted: 4 months

Please Read Carefully, Initial Each Paragraph and Sign Below

RK

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.

RK

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.

RK

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.

RK

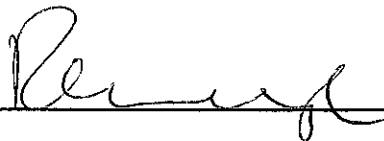
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

RK

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

03/01/2019

ROBBIE KHONJE. Emeryville CA 94608. T: (415) 816 9025. robkhon@yahoo.com

OBJECTIVE General Hospitality or Culinary Job position

SUMMARY

I have over five years of food service work experience with achievements and skills including:

- * Maintaining high quality standards in food service.
- * High volume catering/cooking experience
- * Menu planning and recipe creation.
- * Servsafe Food Manager certified
- * Strong organizational and multi-tasking skills.

EMPLOYMENT/WORK HISTORY

Operations Facilities Assistant – SYPartners, San Francisco CA (11/2017 – 12/2018)

Duties included planning weekly catered meals, events and meetings. Managing events calendar, scheduling meetings, preparing desks/seating for new hires, liaising with vendors and suppliers, purchasing office supplies and equipment, preparing weekly expense reports, organizing office supplies and materials, preparing beverages and snacks and other assigned tasks.

Catering Assistant - Imagine Culinary - San Francisco CA (02/2016 - 12/2017)

Primary duties included preparing breakfast, snacks and lunch meals for corporate/tech employees, assembling and serving meals, brewing coffee, replenishing beverages, snacks, fruit, dairy and cereals in kitchens and snack stations/kiosks, Servicing drinking water dispensers, coffee machines, cleaning and sanitizing refrigerators, organizing snacks pantry, ordering snacks, beverages and food supplies, liaising with food vendors and suppliers, assisting with catering special monthly events and happy hours.

Catering Chef, Le Delicieux, San Francisco, CA (06/2015 – 08/2017)

Working as self employed caterer, I prepared and served dinners to 35 to 40 people six days a week. Catered special events of up to 150 people, prepared and served breakfast, sandwiches and coffee to employees. I also planned weekly menus, purchased ingredients, trained and supervised kitchen assistants and performed cleaning and dishwashing tasks.

Production Chef - Kaia Foods Inc – Oakland CA (08/2013 - 07/2014)

Worked in a production kitchen creating healthy raw snacks including kale chips and chia bars. Experimented with new flavors and production processes of raw kale chips using a variety of spices and other superfood/plant based ingredients. Prepared and

mixed raw ingredients manually and used mixing machinery to blend and coat ingredients. Monitored dehydration process of product, organized spice and nuts pantry. Performed product quality inspection and tasting each batch of finished product.

Production Worker – Aramark Uniform Services – Oakland CA (06/2009 – 12/2010)

Working in a production facility, duties included operating industrial laundry machines, sorting bulk laundry items using a computer program. Monitoring production line, quality control inspection and other assigned tasks.

Kitchen Prep/Cook – Pret A Manger – London, England (02/2006 – 06/2008)

This position primarily involved preparing gourmet sandwiches and salads, cutting cold meats, cheeses and vegetables; cooking soups and baking pastries, organizing pantry, cleaning and sanitizing kitchen work areas.

Baker – Avance Bakeries - Maidstone, England (12/2005 – 12/2007)

Working in a bakery, my job consisted of preparing, weighing and mixing ingredients; baking breads and pastries, monitoring mixers and ovens, tending packaging machinery, cleaning work areas and other assigned tasks.

EDUCATION

- * Academy of Art University, San Francisco, CA (06/2008-12/2010)
- * American Intercontinental University- London, UK (04/2005- 04/2008)
- * St Andrew's International High School- Blantyre (09/1998-06/2004)

Referees:

Raymond Beltran
Food And Beverage Manager
Imagine Culinary at Zynga - San Francisco
rbeltran@zynga.com

Hafida Azgui
Food Program Assistant/ Front Desk Manager
Strawberry Creek Lodge - Berkeley, CA
(510) 277 2643

