

Employment Application

816-501-9067

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 Sophia Moreira Move Date: 2/7/18
 Home Telephone (925) 705-1832 Other Telephone (925) 705-1832
 Present Address 357 Scarlet Oak Court, Pleasant Hill CA, 94523
 Permanent Address, if different from present address: _____
 Email Address _____

EMPLOYMENT DESIRED

Position applying for: Server, Waitstaff Salary desired: \$15.00

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? _____

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	2	8	8	8	8	8	8
PM	11	11	11	11	11	11	11

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? 07/07-3/08

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.) _____

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Pursuant to the San Francisco Fair Chance Ordinance, 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?
CSU East Bay	Hayward, CA	B.A.	yes 6/10/17
Diablo Valley College	Pleasant Hill	A.A.	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		<input checked="" type="radio"/> YES	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: <u>mediation, typing, esthetician, massage - P.O.S. with Goodwill. Not</u> <u>Bachelors in Sociology, CSUEB. Sure of system name.</u>			

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: Goodwill Industries

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From 9/6/18 to 2/2/18 Weekly Pay: Starting \$10.50 Ending \$11.00

Reason for Leaving: Not a good fit, somewhat hostile work environment.

Name and Address of Employer 1699 Contra Costa Blvd., Pleasant Hill

Type of Business retail/donation Telephone No. (925) 676-7217 Supervisor's Name Tammy Laguna

Your Position and Duties cashier, customer service, cash-handling, putting out merchandise, cleaning.

Dates of Employment: From 10/16 to 11/16/ Weekly Pay: Starting \$10.00 Ending \$10.00

Reason for Leaving: Temporary position, grant issues, not qualified for

Name and Address of Employer Terry Jones Goodwill Industries

Type of Business retail Telephone No. (925) 825-1307 Supervisor's Name Terry Tang

Your Position and Duties donations processor - sorting merchandise, putting out and organizing clothes and goods.

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Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

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 _____ Weekly Pay: Starting _____ Ending _____

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

✓ 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.

✓ 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.

✓ 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.

✓ 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.

✓ 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

Sophia Ymole

Date

02/07/18

PROFESSIONAL SUMMARY

Recent graduate of California State University East Bay with a B.A. in Sociology with a concentration in nonprofit work studies. Looking to obtain a supportive nonprofit position in order to bring about continuity for the agency by utilizing my professional skill sets to benefit the organization.

LEADERSHIP QUALIFICATIONS

- Supportive Role in Diversity and Ethnic Studies
- Organizational Design and Development
- Quality, Efficiency and Outstanding Customer Service Skills
- Problem Solving and Decision Making
- Initiating Innovative Programs and Operations
- Course Work in Social & Psychological Issues
- International & U.S. Financial and Social
- Proficient with Microsoft Office Applications

SPECIAL SKILLS

- Competent using software including: Windows, Word, E-mail, and the Internet
- Effective leadership, technical, and supervisory skills
- Demonstrated ability to meet the needs of participants, dependable, hardworking, reliable, and punctual
- Recognized for long hours, commitment to customers, and attention to detail, professionalism, and follow-up
- Use clear, concise communication skills in conjunction with organizational skills to perform daily duties
- Work well as a team member or independently
- Resourceful, energetic, competent, multi-task and results-oriented
- Proficient with Microsoft Office applications

EDUCATIONAL CAREER ACHIEVEMENT

- B.A. degree (Sociology) 3.49 G.P.A
- A.A. degree in Transfer Studies (Liberal Studies), Diablo Valley College
- Ellie Berman Memorial Scholarship Recipient, 2010 Diablo Valley College
- Martinez Adult Business School (Business Administration)
- Robinson's Cosmetology (Instructor Skin Care/Esthetics License)
- Contra Costa County Child Support Services (Volunteer Administrative Assistant)
- McKinnon Institute (Certified Massage Therapist)

EXPERIENCE

September 2017 to February 2018, Cashier, **Goodwill Industries** – Pleasant Hill California

October 2016 to November 2016, Retail Processor, **Goodwill Industries** – Concord, California

January 2009 to March 2016, Owner & Operator, **Private Residence Housekeeping** – Martinez, CA

July 2009 to September 2009, Volunteer, **American Red Cross** – Pleasant Hill, CA

March 2009 to June 2012, (on and off) Volunteer, **The Hall Closet** – Martinez, CA

July 2007 to March 2008, Server, **Acrobat Staffing** – San Francisco, CA

February 2005 to June 2005, Instructor, **Robinson's Cosmetology** – Concord, CA

July 2004 to February 2005, Volunteer, **Contra Costa County Child Support Services** – Concord, CA

March 2001 to June 2002, Administrative Assistant, **Dignity Housing West, Inc.** 2002– Oakland, CA

Name Sophia More

Servers Test

Score / 35

Multiple Choice

- De 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- De 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- De 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- a 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- d 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- De 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

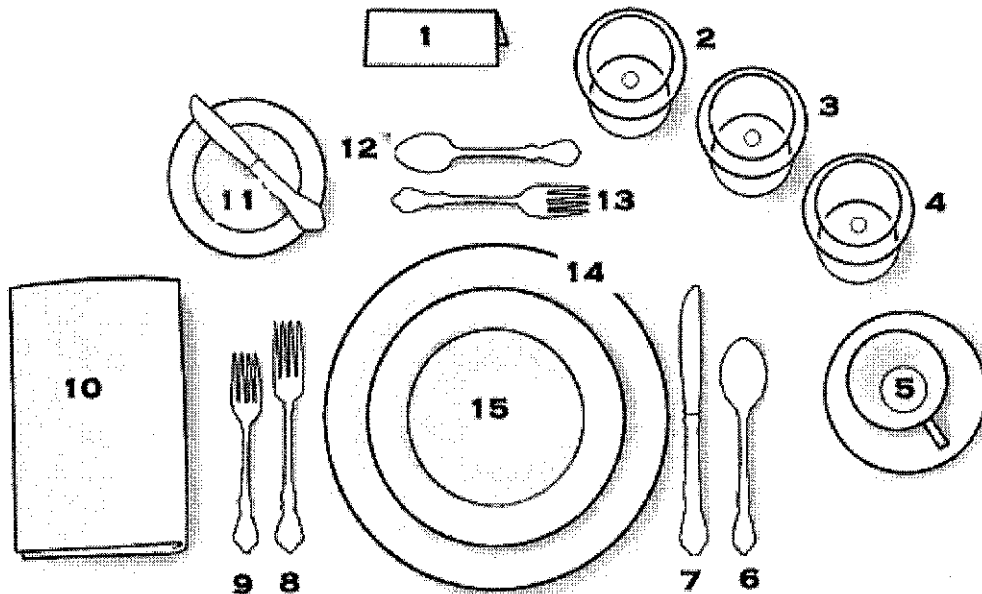
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name Sophia Bore

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

- The utensils are placed two inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream, Sugar, Spoon
- Synchronized service is when: everyone is served at the same time
- What is generally indicated on the name placard other than the name? Title
- The Protein on a plate is typically served at what hour on the clock? 3:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Speak to the chef