



# Employment Application

---

## Your Contact Information

First Name

Azul Michael

Last Name

Anselmo

E-mail Address

azul\_anselmo@yahoo.com

Phone

6507316977

Address

183 camelia drive

Unit or Number

183

City, State

daly city, Ca

Zip Code

94015

What region(s) are you applying to work within?

- ☒ San Francisco
- ☐ San Jose
- ☐ Sacramento
- ☐ Los Angeles/Orange County
- ☐ San Diego
- ☐ Riverside
- ☐ Austin
- ☐ Houston
- ☐ Kansas City
- ☐ Des Moines
- ☐ New Jersey

Which position(s) are you applying for?

- ☐ Cook
- ☒ Server
- ☒ Bartender
- ☒ Busser
- ☒ Barback
- ☒ Housekeeper
- ☒ Dishwasher
- ☒ Barista
- ☐ Other

Are you applying for:

- ☒ Full-Time  
☒ Part-Time

When can you start?

12/01/14

Can you work overtime?

- ☒ Yes  
☐ No

How did you hear about us?

- ☐ Referral  
☒ Google  
☐ Social Media  
☐ Craigslist

If you were referred, please tell us by whom:

What days/times can you work? Select all that apply:

- ☒ Monday AM  
☒ Monday PM  
☒ Tuesday AM  
☒ Tuesday PM  
☒ Wednesday AM  
☒ Wednesday PM  
☒ Thursday AM  
☒ Thursday PM  
☒ Friday AM  
☒ Friday PM  
☒ Saturday AM  
☒ Saturday PM  
☒ Sunday AM  
☒ Sunday PM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

Have you ever applied to or worked for Acrobat before?

- ☐ Yes  
☒ No

Do you have any friends or relatives working for Acrobat? If so, please let us know who:

If hired, would you have 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 under 18. If you are under 18, hire is subject to verification that you are of minimum 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.)

## Education & Skills

*Please Indicate Highest Level Achieved*

Name of School

City College of San Francisco

City & State

San Francisco, Ca

Grade/Degree

A.S.

Graduated?

- ☐ Yes  
☒ No

Do you have any special licenses? (If so, label under "Special")

- ☐ Yes  
☒ No

Are you computer literate? (If so, label which programs under "Special")

- ☒ Yes  
☐ No

Are you proficient with Point of Sale systems? (If so, label which under "Special")

- ☒ Yes  
☐ No

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

- ☒ Yes  
☐ No

Special:

Cash Handling, customer Service

## Employment History

Are you currently employed?

☐ Yes

☒ No

Can we contact your current employer?

☒ Yes

☐ No

---

### Most Recent Employers

Name and Address of Employer

Macys 301 hillsdale mall

Type of Business

retail

Phone Number

6503413333

Your Position & Duties

Customer service  
representative, cash handling  
customer service

Date of Employment  
(from/to):

12/11-01/12

Weekly Pay (Starting/  
Ending):

9.10/ 9.10

Reason for Leaving

Laid off

Still Employed:

☐ Yes

☒ No

---

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment  
(from/to):

Weekly Pay (Starting/  
Ending):

Reason for Leaving

Still Employed:

☐ Yes

☐ No

Name and Address of  
Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment  
(from/to):

Weekly Pay (Starting/  
Ending):

Reason for Leaving

Still Employed:

☐ Yes

☐ No

Have you ever been fired from a previous place of employment? If yes, please explain:

---

## Military Service

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

---

## Job Related References

### References

First Name

Last Name



E-mail Address

dkasuncion702@yahoo.com

Phone

4154975133

Relationship:

friend

Years Acquainted:

5

First Name

Last Name

E-mail Address

Phone

Relationship:

Years Acquainted:

First Name

Last Name

E-mail Address

Phone

Relationship:

Years Acquainted:

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.

☒ (Checked box indicates acknowledgement)

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.

☒ (Checked box indicates acknowledgement)

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.

☒ (Checked box indicates acknowledgement)

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.

☒ (Checked box indicates acknowledgement)

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.

☒ (Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

☒ (Checked box indicates acknowledgement)

By signing the document below and clicking the "Submit" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

Applicant Digital Signature (Type Name):

Date:

Azul Michael Anselmo

11/30/14

---

Please attach your resume here, if you do not attach it, please bring a hard copy of your resume to the in-person interview.

Please Attach Resume Below





Date 12/3/2014

Name Azul Michael Campo Anselmo

Address 183 Camelia Drive, Daly City  
CA, 94015

**Offer Letter & Acknowledgment**

Acrobat Outsourcing is pleased to offer you a position as: Dish, Cashier, Housekeeping  
• Position at the rate(s) of \$ 11.00 per hour starting on 12/3/2014 concessions

This offer is contingent upon satisfactory completion of the background check process. By accepting this offer, you also agree to comply with the policies set forth by the company and acknowledge the guidelines that are shared with you at the time of hire.

**ACCEPT Job Offer**

By signing and dating this letter below, I, Azul Michael Campo Anselmo, accept this job offer of \_\_\_\_\_ by Acrobat Outsourcing.

Signature 

Date 12/03/2014

**OR**

**DECLINE Job Offer**

By signing and dating this letter below, I, \_\_\_\_\_, accept this job offer of \_\_\_\_\_ by Acrobat Outsourcing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

By accepting a job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment. Your employment is at will and either Acrobat Outsourcing or you may terminate the relationship with or without cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses is a requirement of employment and you agree to report such injuries and/or illnesses as required. Acrobat Outsourcing reserves the right to change the hours, wages, and working conditions at any time based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager contact Acrobat Outsourcing.





NOTICE TO EMPLOYEE

Labor Code section 2810.5

Effective January 1, 2012, California Labor Code section 2810.5(a) requires that the following information be provided to each employee at the time of hire in the language the employer normally uses to communicate employment-related information. Exceptions to this requirement are indicated on the next page. This notice is available in other languages at [www.dir.ca.gov/DLSE](http://www.dir.ca.gov/DLSE).

EMPLOYEE

Employee Name: Azul Michael C. Anselmo Hire Date: 12/03/2014

EMPLOYER

Name of Employer: ACROBAT OUTSOURCING

(Check all that apply): ☐ Sole Proprietor ☒ Corporation ☐ Limited Liability Company ☐ General Partnership

☐ Other type of entity: \_\_\_\_\_

☒ Staffing agency (e.g., temp agency or PEO)

Other Name Employer is doing business as (if applicable): \_\_\_\_\_

Physical Address of Main Office: 665 THIRD STREET, SUITE 415 SAN FRANCISCO, CA 94107

Employer's Mailing Address: 665 THIRD STREET, SUITE 415 SAN FRANCISCO, CA 94107

Employer's Telephone Number: (415) 431-8826

If the worksite employer uses any other business or entity to hire employees or administer wages or benefits, complete the information above for the worksite employer, complete the information below for the other business, and complete the remaining sections. If there is no other business or co-employer, or if the only other business is a recruiting service or a payroll processing service, skip the rest of this section, and complete the remaining sections.

Name of Other Business: \_\_\_\_\_ This

other business is a:

☐ Professional Employer Organization (PEO) or Employee Leasing Company or a Temporary Services Agency

☐ Other: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_ Mailing

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**WAGE INFORMATION**Rate(s) of Pay: 11 Overtime Rate(s) of Pay: \_\_\_\_\_Rate by (check box): ☐ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission☐ Other (provide specifics): \_\_\_\_\_Employment agreement is (check box): ☐ Oral ☒ Written

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances): \_\_\_\_\_

Regular Pay Day: \_\_\_\_\_ WEEKLY/EVERY FRIDAY

**WORKERS COMPENSATION**Insurance Carrier's Name: ARCH INSURANCE GROUPAddress: 300 Plaza Three, Jersey City, NJ 07311-1107Telephone Number: 1-800-817-3252

Policy No.: \_\_\_\_\_

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_**ACKNOWLEDGMENT OF RECEIPT**Noor Aljawad  
(PRINT NAME of Employer representative)[Signature]  
(SIGNATURE of Employer representative)12/03/2014  
(Date provided to employee & signed by representative)Azul Michael C. Anselmo  
(PRINT NAME of Employee)[Signature]  
(SIGNATURE of Employee)12/03/2014  
(Date received by employee & signed by employee)

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

This Notice is NOT required if (a) you are directly employed by the state or any political subdivision thereof, (b) you are an employee who is exempt from the payment of overtime wages by statute or wage order, or (c) you are covered by a collective bargaining agreement that expressly provides for wages, hours of work and working conditions, and provides for premium wage rates for all overtime worked.

The full text of Labor Code section 2810.5 may be found at [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html). Check "Labor Code" and search for "2810.5" in quotes.

The employee's signature on this notice merely constitutes acknowledgement of receipt. In accordance with an employer's general recordkeeping requirements under the law, it is the employer's obligation to ensure that the employment and wage-related information provided on this notice is accurate and complete. Furthermore, the employee's signature acknowledging receipt of this notice does not constitute a voluntary written agreement as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.

# Interview Note Sheet

## Applicant Information

Name: Azul Michael Anselmo

Interviewer: Tineng

Date: 12/31/14

Rate of Pay:

Position (s) Applied for:

Referred by: FRIEND

## Test Scores

Server	23/35	66 %	Bartender	14/30	46 %
<u>Prep Cook</u>	8/15	54 %	Barista	6/10	60 %
Grill Cook	/40	%	<u>Cashier</u>	9/10	90 %
Dishwasher	8/10	80 %	Housekeeping	16/16	100 %

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Pizza Hut / - Prepped Pizza Total of \_\_\_\_\_ in Food Service/Hospitality

Selection Army

- Prepped meals for the cook

- Vegetables, soups, salads

- served people at Army

- Has tattoo on HANDS & NECK BOH

Cashier retail  
- customer service  
- sales

Dish  
- Selection Army  
- 3 campers  
SNK  
- Industrial practice  
Washer

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Region: Available to work:

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

## Certifications (if any)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Availability

AM only

PM only

Weekdays only

Weekends only

Details: After 10th Full time student

## Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:





Name: Azul Michael C. Anselmo

What is your means of transportation?

           Car   ✓   Public Transit            Occasional Car

Are you interested in carpool?

  ✓   Rider   ✓   Driver            Not Interested

What is your work interest?

  ✓   Full Time   ✓   Part Time            Same Day

Please select the uniforms you own:

<u>          </u> Black Vest	<u>  ✓  </u> Business Casual	<u>          </u> Black Chef Pants
<u>          </u> Bowtie	<u>  ✓  </u> Business Professional	<u>          </u> Checkered Chef Pants
<u>          </u> Black Bistro	<u>          </u> Chef Knives	<u>          </u> Khakis & Polo
<u>          </u> White Bistro	<u>          </u> Chef Whites	<u>          </u> 1/2 Tuxedo (No Jacket)
		<u>          </u> Tuxedo w/ Jacket

Please select the areas in which you have at least 6 mos. professional experience:

<u>          </u> Corporate Kitchen	<u>          </u> Catering/Banquet	<u>  ✓  </u> Restaurant/Café	<u>  ✓  </u> Warehouse/Utility
<u>          </u> DW/Porter/Utility	<u>          </u> Fine Dining	<u>          </u> Conventions/Event	<u>  ✓  </u> Stadium/Arena
<u>          </u> Captain/Manager	<u>          </u> Office Help		
<u>          </u> Food Demonstrator	<u>          </u> Housekeeping		

Please select the areas where you are willing to work:

<u>  ✓  </u> SF - City	<u>          </u> SJ - Central
<u>  ✓  </u> SF - East Bay	<u>          </u> SJ - East (South of 580)
<u>  ✓  </u> SF - North	<u>          </u> SJ - Outer Area
<u>  ✓  </u> SF - Outer East Bay	<u>          </u> SJ - Peninsula (South of I-92)
<u>  ✓  </u> SF - Peninsula (North of I-92)	<u>          </u> SJ - South

Are you fluent in any other languages? (please list)

English

Are you familiar with any POS systems? (please list: i.e., ALOHA, MICROS, SQUIRREL)

yes

How did you hear about Acrobat Outsourcing?

Friend

Emergency Contact: (must complete)

Name: Dana Asuncion Phone: 415 497 5133 Relationship: Friend



- b 1) A roll of quarters is worth?  
a) \$5.00  
b) \$10.00  
c) \$15.00  
d) \$20.00
- a 2) A roll of dimes is worth?  
a) \$5.00  
b) \$4.00  
c) \$3.00  
d) \$2.00
- C 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00
- a 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
c) \$0.50  
d) \$0.25
- C 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
c) Point of sales  
d) People over service
- 6) What is the current sales tax rate in your city 8.7 ?
- C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
c) \$7.06  
d) \$5.06
- b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
b) \$14.50  
c) \$9.50  
d) \$4.50
- d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
c) \$10.00  
d) \$12.00
- a 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
a) \$78.50  
b) \$58.50  
c) \$38.50  
d) \$28.50





## Bartenders Test

Score 14/30

- b 1) What is a Classic Martini garnished with?
- a) Onion
  - b) Lemon Twist
  - c) Olive
  - d) Cherry
- b 2) What type of liquor is in a Cuba Libre?
- a) Vodka
  - b) Rum
  - c) Gin
  - d) Tequila
- d 3) What type of juice is in a Screw Driver?
- a) Lemonade
  - b) Cranberry Juice
  - c) Grapefruit Juice
  - d) Orange Juice
- b 4) What type of juice is in a Greyhound?
- a) Lemonade
  - b) Cranberry Juice
  - c) Grapefruit Juice
  - d) Orange Juice
- a 5) What is in a Cape Cod?
- a) Lemonade and Gin
  - b) Cranberry Juice and Vodka
  - c) Grapefruit Juice and Vodka
  - d) Orange Juice and Gin
- d 6) Which of the following is not a liqueur?
- a) Amaretto
  - b) Southern Comfort
  - c) Triple Sec
  - d) Absinthe
- a 7) What are the six most commonly used spirits?
- a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
  - b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequilla
  - c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
  - d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- b 8) What are the ingredients in a Margarita?
- a) Rum, Cola and Lime Wedge
  - b) Tequila, triple sec, Sweet & Sour, Lime Juice
  - c) Tequila, Orange Juice and Grenadine
  - d) Rum, Sweet & Sour and Orange Juice
- a 9) What are the ingredients in a Cosmopolitan?
- a) Vodka, Sweet & Sour, Cranberry Juice, Lime Juice, and Triple Sec
  - b) Vodka, Lime juice and Triple sec
  - c) Vodka, Sweet & sour, Cranberry Juice and Splash Soda Water
  - d) Vodka, Triple sec, Cranberry juice, Lime Juice
- a 10) What are the ingredients in a Long Island?
- a) Vodka, Gin, Tequila, Triple Sec, Sweet and Sour, Cranberry Juice
  - b) Vodka, Gin, Strawberry Puree, Sweet and Sour
  - c) Vodka, Gin, Triple Sec, Rum, Sweet and Sour, splash of Coca Cola
  - d) Gin, and splash of Dry vermouth

d 11) What are the acceptable forms of ID for Alcohol Consumption?

- a) State or Government Issued ID Card or Drivers License
- b) Passport or Passport ID Card
- c) School ID or Birth Certificate
- d) A & B
- e) A, B & C

### Vocabulary







Match the word to its definition

- ~~F~~ Wine Key
- ~~B~~ Shaker Tin
- G Pour Spouts
- ~~E~~ Muddler
- ~~A~~ Strainer
- ~~D~~ Jigger
- ~~C~~ Bar Mat

- a.) Used to crush fruits and herbs for craft cocktail making
- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail
- c.) Used to open corked bottle
- d.) Attached to Liquor bottles and should be turned to point left
- e.) Used to measure the alcohol and mixer for a drink
- f.) Used to mix cocktails along with a pint glass and ice
- g.) Used on the bar top to gather spills

### Glassware

Match the correct glass to the correct drink.

Cabernet Sauvignon	
Chardonnay	
Tom Collins	
Cuba Libre	
Cosmopolitan	
Champagne	

### Fill in the Blank

Name Three Red and Three White Wine Varietals:

**\*Answers May Vary\***

_____	_____
_____	_____
_____	_____

## Prep Cooks Test

Score 8 / 15

### Multiple Choice Test (1 point each)

- d 1) Food handlers must always wash their hands
- a) Before starting work
  - b) Switching between handling raw and ready-to-eat food
  - c) After going to the restrooms
  - d) All of the above
- c 2) The recommended temperature for your refrigerator is...
- a) 45°F
  - b) 50°F
  - c) 40°F
  - d) 20°F
- d 3) Which of these conditions requires immediate corrective action?
- a) Packaged food items are stored at least 6 inches above the floor
  - b) Ice is being used to cool beef stew in a shallow pan
  - c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
  - d) Raw fish is stored above raw chicken in the walk-in freezer
- c 4) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
- a) 0°F and 100°F
  - b) 32°F and 220°F
  - c) 41°F and 135°F
  - d) 39°F and 178°F
- d 5) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
- a) Clean the cutting board with a wet wiping cloth
  - b) Turn the board over and use the other side
  - c) Rinse the board with running water
  - d) Wash, rinse, and sanitize the board prior to slicing the onions
- c 6) Which of the following is NOT an approved method to thaw potentially hazardous foods?
- a) In a microwave oven
  - b) During the cooking process
  - c) Under cool running water
  - d) On a clean counter, at room temperature
- d 7) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
- a) Wiping spills only
  - b) Washing hands if the hand sinks are too far away
  - c) Sanitizing the blade of utensils such as knives
  - d) Maintaining moisture on the wiping cloth
- e 8) Food-handling gloves must be changed frequently and also:
- a) After handling garbage
  - b) After every break
  - c) After picking things up off the floor
  - d) Between handling raw and cooked foods
  - e) All of the above
- a 9) A gallon is equal to \_\_\_\_\_ ounces
- a) 56
  - b) 145
  - c) 32
  - d) 128

## Prep Cooks Test

a 10) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

b 11) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

d 12) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

c 13) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

d 14) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

a 15) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

**Multiple Choice**

- C 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
- b 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
- C 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
- b 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
- d 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**

E ~~Scullery~~

G ~~Queen-Mary~~

A ~~Chaffing Dish~~

B ~~French Passing~~

B ~~Russian Service~~

F ~~Corkscrew~~

C ~~Tray Jack~~

~~X~~ Metal buffet device used to keep food warm by heating it over warmed water

~~X~~ 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)

~~X~~ Used to hold a large tray on the dining floor

~~D~~ Area for dirty dishware and glasses

~~E~~ Large metal shelving unit for prepared food to be held or for dirty trays to be stored

~~F~~ Used to open bottles of wine

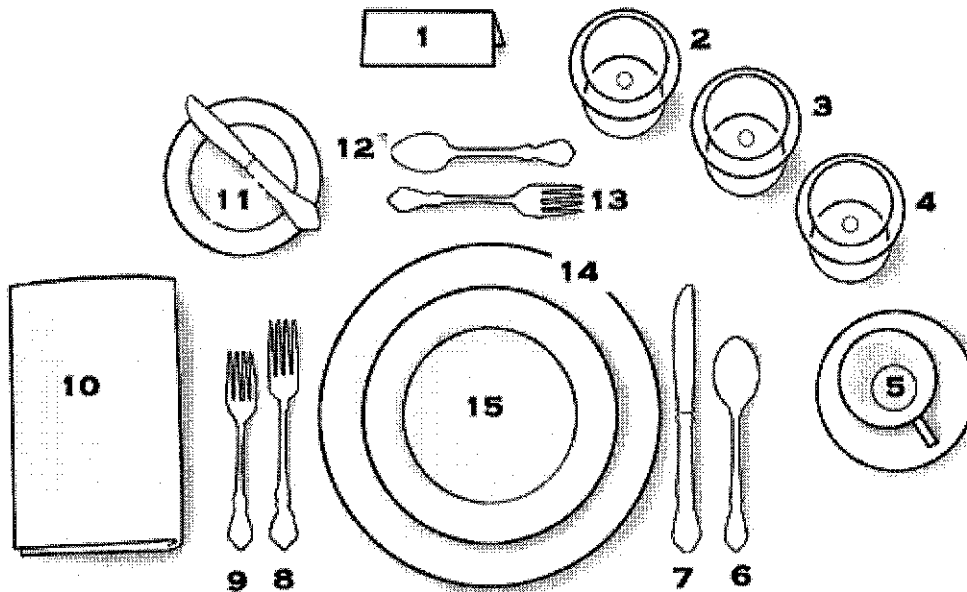
~~G~~ Style of dining in which the courses come out one at a time



Name Azul Anselmo

## 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>3</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>2</u>	Wine Glass (White)
<u>2</u>	Water Glass		

### Fill in the Blank

- The utensils are placed 2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar milk
- Synchronized service is when: \_\_\_\_\_
- What is generally indicated on the name placard other than the name? invitation
- The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? \_\_\_\_\_

- b 1) After brewing a pot or kettle of coffee how long is the coffee good for until you need to re-brew?
- a) 20 minutes
  - b) 30 minutes
  - c) 60 minutes
- a 2) What are the basic ingredients of a Latte?
- a) Milk, Espresso, Whipped Cream
  - b) Espresso, Milk, Foam
  - c) Water, Espresso, and Foam
- b 3) When making cup of tea for a customer, how long should you tell the customer to let the tea bags steep?
- a) 2 minutes
  - b) 4 minutes
  - c) 5 minutes
- a 4) When steaming milk for a beverage, what temperature should you steam the milk to?
- a) 150-170 degrees
  - b) 190-200 degrees
  - c) 120-130 degrees
- b 5) Once an Espresso Shot has been pulled from an Espresso machine, how long do you have to mix the shot with other liquid before the shot goes bad?
- a) 8 seconds
  - b) 20 seconds
  - c) 10 seconds
- C 6) What do you do if a customer says their latte does not taste like there is espresso in it?
- a) Tell them you made the drink according to the recipe so it should be fine
  - b) Apologize to the customer, then add another shot of espresso to their drink and encourage the customer to return
  - c) Apologize to the customer and remake their drink according to standards
  - d) Walk away and have another barista remake their drink
- b 7) You can re-steam milk \_\_\_\_\_?
- a) Only Once
  - b) Never
  - c) Sometimes
  - d) Always
- a 8) What are the four fundamentals of brewing coffee?
- a) Grind, Freshness, Presentation, Aroma
  - b) Proportion, Grind, Water, Freshness
  - c) Ingredients, Grind, Taste, Aroma
- d 9) A customer requests a non-dairy coffee beverage and you are out of soy, what actions do you take?
- a) Make their drink with regular milk and hope they do not notice
  - b) Apologize and ask the customer to come back tomorrow
  - c) Apologize and inform the customer we are out of soy, and offer a beverage alternative
  - d) Inform your manager we are out of soy
- a 10) Decaffeinated coffee is 100% caffeine free?
- a) True
  - b) False



Name

Azul Anselmo

**Housekeeping Test**

Score 16/16

e 1) During which of the following situation(s) should you wear gloves?

- a) When handling disinfectant solutions
- b) When cleaning patient care areas
- c) When handling soiled linens
- d) When handling or disposing of waste
- e) All of the above

e 2) Which of the following should be cleaned daily?

- a) Chairs, lamps, and tables
- b) Tabletops, beds, and handrails
- c) Grab bars, lights, tops of doors and counters
- d) Floors, sinks, toilets, and latrines
- e) All of the above

b 3) TRUE or FALSE: You do not need to use a separate cloth for cleaning bathrooms.

- a) True
- b) False

a 4) TRUE or FALSE: Dusting is most commonly used for cleaning walls, ceilings, doors, windows and furniture.

- a) True
- b) False

5) Should the following be cleaned daily or weekly? Circle one.

- a) Floors Daily / Weekly
- b) Toilets and latrines Daily / Weekly
- c) Carpets in patient rooms Daily / Weekly
- d) Carpets in offices Daily / Weekly
- e) Soiled linens Daily / Weekly

d 6) The best way to clean the floor is:

- a) Scrubbing
- b) Dry sweeping and dusting
- c) Sweeping, mopping and dusting
- d) Wet mopping

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

e 8) The proper procedure for cleaning spills of blood and other body fluids is:

- a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
- b) Find the janitor on-duty and ask him to clean it up
- c) Grab whatever is closest and wipe up immediately, then mark "BIOHAZARD"
- d) Nothing

C 9) The appropriate cleaning schedule for a hospital is:

- a) Weekly
- b) No schedule needed
- c) Developed according to need
- d) Whatever you feel like

10) How do you use a three-compartment bucket?

11) Describe the difference between a disinfectant and a cleaning solution: (2 points)

Disinfectant - kills germs

Cleaning solution - gets dirty messes





## Dishwasher Test

Score 8 / 10

- a 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
- e 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, chaffing 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 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



## New Hire Acknowledgement Form

### For Employer

- ☒ Additional Information Sheet
- ☒ Application
- ☒ I-9
- ☒ W-4
- ☒ Offer Letter
- ☒ Background Authorization Release
- ☒ Sexual Harassment Prevention Policy
- ☒ Global Gold Card / Direct Deposit Form
- ☒ Designation of Personal Physician/Emergency Contact Form
- ☒ Confidentiality & Non-Disclosure Agreement
- ☒ Labor Code Section 2810.5

### For Employee


- ☒ New Hire Orientation Manual
- ☒ Workers' Compensation Pamphlet
- ☒ Sexual Harassment Pamphlet
- ☒ California Disability Insurance Pamphlet
- ☒ California Paid Family Leave Pamphlet
- ☒ Unemployment (For Your Benefit) Pamphlet
- ☒ Safety & Sanitation Guidelines

### Inform

- ☐ State & Federal Poster
- ☐ Minimum Wage Poster
- ☐ Wage Order Poster

All of these items have been explained to me:

Azul Michael C. Anselmo  
Print Name

  
Signature

12/03/2014  
Date



## **Unlawful Harassment and Sexual Harassment Policy**

Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner, age, sexual orientation, gender identity or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful.

Acrobat Outsourcing anti-harassment policy applies to all persons involved in the orientation of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawful harassment by any employee, including supervisors, coworkers and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, swearing or cursing, slurs or unwanted sexual advances, invitations, or comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, e-mails or invitations;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Prolonged staring or leering which might be constructed as sexual or threatening in nature;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return of sexual favors;
- Intimidation, and objectionable conduct directed at another person;
- Stalking, electronic communications harassment, impeding a person's movement, sexual battery or other improper activities as provide for under state criminal law;
- On-line harassment such as e-mail or attachments, materials posted about a person, chat room discussions, and viewing/downloading of on-line pornography, sexual offensive material, or discriminating materials;
- Suggestive or obscene clothing, to include designs and printed matter;
- Suggestive or obscene tattoos and body art, suggestive or obscene piercing; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint or speak to any Company supervisor or the Human Resources Department as soon as possible after the incident. Your

complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the Human Resources Department.

Acrobat Outsourcing will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If Acrobat Outsourcing determines the unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Acrobat Outsourcing to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A company representative will advise all parties concerned of the results of the investigation. Acrobat Outsourcing will not be retaliation by you or any witness for filling a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

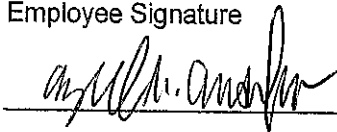
Acrobat Outsourcing encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of fair Employment and Housing investigates and prosecute complaints of prohibited harassment employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate State or federal agency.

It is imperative, once the investigation is stated that all involved employees including witnesses and the allege perpetrator completely and honestly assist the investigation. This would include, but not limited to, providing honest and accurate statements, being available for interviews, and assisting in the successful completion of the investigation. Failure to do so on any involved employee's party may be cause for disciplinary action, up to and including termination.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. *All such harassment is unlawful.* Presidio Financial Partners anti-harassment policy applies to all persons involved in the operations of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawful harassment by any other employee, including supervisors and coworkers.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment that is free of unlawful harassment. Presidio financial Partners anti-harassment policy applies to all persons involved in the operation of Acrobat Outsourcing and prohibits unlawful harassment by any employees.

Employee Signature



Print Name

Azul Michael C. Anselmo

Date

12/03/2014

**Confidentiality and Non-Disclosure Agreement**

I, the undersigned employee, understand that in the course of my employment with Acrobat Outsourcing, I may have access to and become acquainted with information of a confidential, proprietary or secret nature which is or may be either applicable or related to the present or future business of Acrobat Outsourcing, its research and development, or the business of its customers. Such trade secret information includes, but is not limited to, software, inventions, processes, compilations of information, records, specifications and information concerning customers and/or vendors.

I agree that I will not disclose any of the above mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of my employment or at any time thereafter, except as required in the course of my employment with Acrobat Outsourcing.

I also understand that client lists of Acrobat Outsourcing, for which I have, or may have, access to during my employment, are trade secrets and shall be solely the property of Acrobat Outsourcing. I agree that I shall neither directly nor indirectly solicit business as to products or services competitive with those of [Acrobat Outsourcing] based on information from the client lists.

Finally, I understand that I am an at-will employee of Acrobat Outsourcing and that this agreement is not to be construed as constituting a promise of continued employment.

Azul Michael C. Anselmo

Name of Employee (Please Print)

*Azul M. Anselmo*

Signature of Employee

12/03/2014

Date

Noor Aljawad

Name of Witness (Please Print)

*Noor Aljawad*

Signature of Witness

12/03/2014

Date





## AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.

- ☒ California, Oklahoma, and Minnesota residents only: If you are a current resident of CA, OK, and MN, you have the right to receive a copy of any consumer report pertaining to you that is obtained by us from a consumer reporting agency. If you would like a free copy of any report that is obtained or prepared, please check the box.

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit **Acrobat Outsourcing** to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 2 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I further direct and authorize such third parties who may be the custodians of or who may be in possession of requested records or information to disclose such information or records to **Acrobat Outsourcing** or their representatives and agents, in connection with this authorization and release.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as **Acrobat Outsourcing** from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize **Acrobat Outsourcing** to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. I voluntarily provide my date of birth in order to obtain, and verify records obtained in, the background check. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

Full Name Azul Michael C. Anselmo  
(Please print name clearly.)

Date 12/03/2011

Full Name   
Signature

\*\*\*\*THE INFORMATION SUPPLIED BELOW WILL ONLY BE USED TO REQUEST AND VERIFY RECORDS\*\*\*\*

Current Address: 183 Camelia Drive, Daly City, CA, 94015

Maiden Names/Prior Names: \_\_\_\_\_

Social Security Number: 605-54-2754 DOB: 05/31/1988

DL: D7263510 DL State: CA Exp Date: 05/31/2018

Designation of Personal Physician

A. A.

I, ~~Azul Michael Campo Arce~~, hereby inform my employer, Acrobat Outsourcing, and its Workers' Compensation carrier, Arch Insurance Group, of my intent to seek treatment from my designated person physician for all Workers' Compensation-related injuries or illnesses.

My designated personal physician for treatment of Workers' Compensation-related claims is:

Name: \_\_\_\_\_

Practice Group, if any: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

This designation remains in effect until I execute and deliver a new designation or revocation in accordance with the policies of my employer and its Workers' Compensation carrier.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**ABSENTEEISM AND TARDINESS POLICY**

All Acrobat Outsourcing employees are expected to be at their client site prepared to work at the scheduled time. Regardless of the reason, absenteeism and tardiness are subject to disciplinary action.

**Absenteeism:** is defined as failure to report for work without prior approval of the Acrobat Outsourcing Staffing Supervisor

**Tardiness:** is defined as arriving late for work or returning late from breaks/meals, or early departure from work.

**POLICY**

**Calling off/Absent**

If you are not able to make it to your scheduled shift, ***you are required to give us 24-hour notice for a cancellation.***

**Illness**

If you are sick, ***you are required to contact your Staffing Manager at Acrobat Outsourcing no less than 3 hours before your scheduled shift.***

**NO CALL/NO SHOW**

Grounds for automatic termination

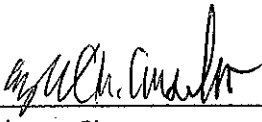
**DISCIPLINARY ACTION**

▪ **First Occurrence:**

- Employee receives verbal counseling from Staffing Manager.

▪ **Second Occurrence**

- Employee will receive a written counseling form and placed on suspension.  
Any additional occurrences may result in further disciplinary action.

  
\_\_\_\_\_  
Employee Signature

12/03/2014  
Date



IMAGE RELEASE FORM

I hereby grant Acrobat Outsourcing, its representatives, agents and or employees the right to take photographs of me in connection with my employment with Acrobat Outsourcing for internal use and identification purposes.

I am 18 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

*Azul Michael C. Anselmo*  
(Signature)

Azul Michael C. Anselmo  
(Printed or Typed Name)

183 Camelia Drive Apt. A.A.  
Address

12/03/2014  
(Date)

650 731 6977  
Phone

Daly City, Ca, 94015  
City, State, Zip Code

