

Employment Application (SAN FRANCISCO)

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 Lusi Bale Date: 04/24/19
 Home Telephone () N/A Other Telephone (415) 635-8771
 Present Address 1633 Newcomb Ave.
 Permanent Address, if different from present address: _____
 Email Address lusbale722@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier/Server Salary desired: Open

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: _____ 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? ASAP

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	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
PM	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN

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.

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 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?
TERRA NOVA High School	Pacific, CA	12	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		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:			

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 Department of Public Works (DPW)
 Type of Business Labor Telephone No. () Supervisor's Name Simi Nomura
 Your Position and Duties Construction work, swept debris, cut, trimmed trees etc, worked with a variety of people.
 Dates of Employment: From 2012 To 2014 Weekly Pay: Starting \$12.00 Ending \$12.00
 Reason for Leaving: Summer Job

Name and Address of Employer UPS
 Type of Business Delivery/Mail Telephone No. () Supervisor's Name Jose Gonzalez
 Your Position and Duties Accompanied driver on routes, delivering packages consisting of fragile and heavy weighed packages up to 170 lbs.
 Dates of Employment: From 11.00 2013 To 11.00 2014 Weekly Pay: Starting \$11.00 Ending \$11.00
 Reason for Leaving: Seasonal Work

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: _____

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: Lisa Wood Telephone No. (323) 270-3853

Address _____

Occupation: Case Manager Relationship: Mentor Number of Years Acquainted: 2

Name: Cedric Akbar Telephone No. (415) 740-5587

Address _____

Occupation: Case Manager Relationship: Supervisor Number of Years Acquainted: 2

Name: Paul Noa Telephone No. (415) 240-2130

Address _____

Occupation: DPW supervisor Relationship: Supervisor Number of Years Acquainted: 10+

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

Li Bale

Date

07/24/19

Lusi Bale

San Francisco, CA 94134

lusibale3_vt4@indeedemail.com - 4154106924

WORK EXPERIENCE

Pick Associate

Good Eggs - San Francisco, CA -

2017-11 - 2018-03

I was a Picker/Floater. I was cross trained so I was able to do a variety of work in the pick department Such as Rack Building, Ice Racks, Pick Running (Shipping) as well as the Produce Prep. Department.

Staff

St. Vincent De Paul Shelter - San Francisco, CA -

2017-07 - 2017-10

Assisted shelter guests with everyday living. Maintained escalated situations and followed policy with incident reports. Ability to work with a variety of people.

Picker/Packer

Aerotek - South San Francisco, CA -

2017-01 - 2017-04

Pick/Pack customers order quickly, safely, and presentable. Clean up work area; Assisted/Acted as picker lead when supervisor was absent; Team Player.

Research Associate

Precision Opinion - Las Vegas, NV -

2016-08 - 2016-11

- Accumulate surveys a day/week to reach company quota
- Professionally, Calm and patiently deal with disrespectful comments, rude callers, and chaotic as well as diverse conversations
- Consistent and fluent reading and typing skills.

Health Care Provider

HomeBridge - San Francisco, CA -

2016-06 - 2016-08

- Basic Training and knowledge of a Health Care Provider Completed
- CPR certification for infant, child and adult.

Warehouse Worker

Social Imprints - San Francisco, CA -

2015-10 - 2016-06

- Assisted with picking/packing
- Inventory, big projects, scale use
- Mail label sealing, catching
- Completing tasks in a timely manner as well as a presentable one
- Working with a variety of people well

Laborer

Department of Public Works - San Francisco, CA -

2012-07 - 2015-08

- Cooperated with a diverse team to perform construction work
- Used basic hand tools including shovels, loppers and pickers
- Loaded and unloaded materials, supplies, and equipment on and off trucks
- Swept and cleaned play areas, sidewalks, and roads
- Removed debris and litter
- On Call

Counter Help

AT&T Ballpark - San Francisco, CA -

2015-03 - 2015-05

- Filled orders and served up to 80 customers an hour
- Operated french-fry fryer
- Assembled food and poured beverages

Peer Advisor

Positive Directions Equals Change, Inc - San Francisco, CA -

2014-10 - 2015-05

- Established and maintained relationships with clients
- Served clients and worked with staff to provide program
- Modelled for clients good money management skills
- Tracked expenses for reimbursement and tax purposes

Drivers' Helper

San Francisco, CA -

2013-01 - 2014

- Accompanied driver on routes and delivered packages to residences
- Loaded and unload packages weighing up to 50 pounds

- Provided high-quality customer service

EDUCATION

High School Diploma

Terra Nova High School - Pacifica, CA

2013

CERTIFICATIONS/LICENSES

Home Care Provider

2016-07 - Present

Certificate of Completion for Basic training PLUS Personal Care Provider Training Course.

CPR & First Aid

2016-07 - 2018-07

AED, Adult CPR, Child CPR, and Infant CPR

Rescue Trainee

2014-12 - Present

Trained in overdose prevention and rescue by the SF Department of Public Health/ the DOPE Project.

- C. 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 dry cloth towel
d) Nothing
- C. 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
- B. 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

- 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
- D. 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 _____?
- 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

Name Lusi Bale

Servers Test

Score / 35

Multiple Choice

- A. 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
- A. 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
- D. 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
- 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

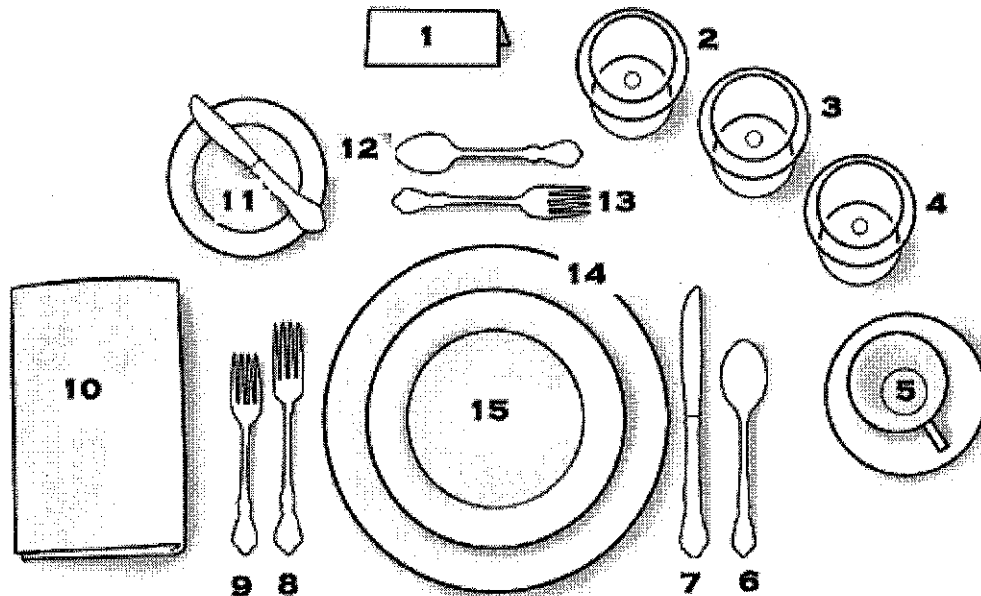
- ~~E~~A. Scullery
~~G~~. Queen Mary
~~D~~. Chaffing Dish
~~E~~. French Passing
~~B~~. Russian Service
F. Corkscrew
~~A~~C. Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
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)
C. 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 Lusi Bale

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 8 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Beverages, Appetizers.
- Synchronized service is when: Everyone is performing the same duties at the same time
- What is generally indicated on the name placard other than the name? Number to Table/Seat
- The Protein on a plate is typically served at what hour on the clock? 4:00 pm
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Write it down, and inform the cook, following the policy.