

# Interview Note Sheet

Applicant Information	
Name: <u>Sabrina Blanks</u>	Interviewer: <u>Enika</u>
Date: <u>10-7-15</u>	Rate of Pay: <u>\$13.00 →</u>
Position (s) Hired for: <u>Cashier, Concessions, Bussing, Buffet Serving / D/U</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/10	%
Grill Cook	/39	%	Cashier	<u>6</u> /10	<u>60</u> %
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths		
<u>Adecco</u> <ul style="list-style-type: none"> <li>• Cirque de Soleil</li> <li>• busy event</li> <li>• team player</li> <li>• motivated</li> <li>• cashier</li> <li>• comfortable cash-handling</li> <li>• seasonal</li> </ul>	<u>Total of</u> <u>A's &amp; Raiders</u> <ul style="list-style-type: none"> <li>• concessions</li> <li>• busy</li> <li>• food service</li> <li>• after problem solver</li> </ul>	<u>in Food Service/Hospitality</u> <u>D/U</u> <u>Bussing</u> <u>Buffet Serving</u> <u>Cashier</u> <u>Concessions</u>

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

Transportation
<input type="radio"/> Car <input checked="" type="radio"/> Public Transit <input type="radio"/> Carpool ( Rider / Driver )

Regions Available to work:
<input checked="" type="radio"/> SF City <input checked="" type="radio"/> SF North <input checked="" type="radio"/> SF Peninsula <input checked="" type="radio"/> East Bay <input checked="" type="radio"/> Outer East Bay
<input type="radio"/> San Jose <input type="radio"/> South San Jose <input type="radio"/> SJ Peninsula

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> TB Test <input checked="" type="checkbox"/> Will Submit

Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only
Details: <u>ASAP</u>

Uniforms Owned:
<input checked="" type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie
<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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**Cashier Test**

**Score** 6/10

60%

- 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 7.5 ?
- 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
- A 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? 25.00  
a) \$19.50  
b) \$14.50  
c) \$9.50  
d) \$4.50
- B 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
- C 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



## 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 Sabrina Blanks Date: Oct 7, 2015  
 Home Telephone (510) 692-7916 Other Telephone ( ) \_\_\_\_\_  
 Present Address 930-66th Ave Apt # 202  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Sabrinablanks48@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Cashier / Food Prep / Service Salary desired: \$12.25/hr  
 Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

Are you applying for: Full-time work? Yes ☒ No \_\_\_\_\_ Part-time work? Yes ☒ No \_\_\_\_\_  
 Temporary work, e.g., summer or holiday work? Yes ☒ No \_\_\_\_\_ From: \_\_\_\_\_ 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			OPEN				
PM							

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

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes \_\_\_\_\_ No ☒ If yes, when? \_\_\_\_\_  
 Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_\_\_ No ☒ If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No \_\_\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No \_\_\_\_\_

State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No \_\_\_\_\_

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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?
Jefferson High	Daly City, CA	Diploma	YES
Skyline College	San Bruno, CA		
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> 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 At & + Park

Type of Business Grants Baseball Telephone No. (415) 972-2155 Supervisor's Name Kelli Duca

Your Position and Duties Usher

Dates of Employment: From 4/2013 To Present Weekly Pay: Starting \$11.48 Ending \$15.25

Reason for Leaving: Seasonal

Name and Address of Employer Ovarions - Oakland Coliseum

Type of Business A's baseball Telephone No. (510) 633-9544 Supervisor's Name Adrienn

Your Position and Duties Cashier / Food Service Concessions

Dates of Employment: From 3/2014 To \_\_\_\_\_ Weekly Pay: Starting \$12.20 Ending \$15.40

Reason for Leaving: Seasonal

Name and Address of Employer Land mark Event Staffing

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Type of Business \_\_\_\_\_

Telephone No. (570) 632-9000 Supervisor's Name Personnel

Your Position and Duties Usher

Dates of Employment: From 8/2010 To Present Weekly Pay: Starting \$8.40/hr Ending \$12.20

Reason for Leaving: Seasonal

Name and Address of Employer Adecco

Type of Business Circus Soken Telephone No. (650) 871-7577 Supervisor's Name Personnel

Your Position and Duties Cashier / Food Service

Dates of Employment: From 11/2014 To 1/2015 Weekly Pay: Starting \$11.50/hr Ending \_\_\_\_\_

Reason for Leaving: Temporary

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 X

## JOB RELATED REFERENCES

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

Name: TERA Walsh Telephone No. (570) 408-8321

Address \_\_\_\_\_

Occupation: para legal student Relationship: Associate Number of Years Acquainted: 15

Name: Art Watkins Telephone No. (570) 482-3848

Address: 2033 MacArthur Blvd Oakland, CA 94602

Occupation: Co-Owner Relationship: Associate Number of Years Acquainted: 25

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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

SB

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.

SB

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.

SB

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.

SB

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.

SB

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**

*[Signature]* **Date** 10.7.15