

## 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 Jalilah Brown Date: 10-29-15  
 Home Telephone (510) 338-3227 Other Telephone (510) 353-3140  
 Present Address 1661 16th St. #3 Oakland, CA 94607  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address jalilahbrown13@gmail.com

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: Open

Are you currently registered with any staffing and/or employment agencies? If so, please list

labor Ready

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 Joshua Davis 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? 10-29-15

**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<br>AVAILABLE | SUNDAY      | MONDAY      | TUESDAY     | WEDNESDAY   | THURSDAY    | FRIDAY      | SATURDAY    |
|----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| DAILY                      |             |             |             |             |             |             |             |
| AM                         | <u>Open</u> |
| PM                         | <u>Open</u> |

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

Joshua Davis

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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outsourcing

Your Hospitality Staffing Professionals

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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## EDUCATION & SKILLS

| NAME OF SCHOOL   | CITY & STATE | GRADE OR DEGREE COMPLETED | DID YOU GRADUATE? |
|--|--------------|---------------------------|-------------------|
| Berkeley High  | Berkeley, CA | H.S. Diploma              | Yes               |
| Merritt College  | Oakland, CA  | Certificate of completion | 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: Bartending, POS (cashier), certificate in bartending  |              |                           |                   |

## 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 Labor Ready San Pablo, CA

Type of Business Temp Agency Telephone No. (510) 257-9470 Supervisor's Name Maria

Your Position and Duties temp employee

Dates of Employment: From 05-15 To current Weekly Pay: Starting Varies Ending Varies

Reason for Leaving: N/A

Name and Address of Employer Express Employment Professionals

Type of Business Temp Agency Telephone No. (925) 676-6000 Supervisor's Name Glory

Your Position and Duties temp employee

Dates of Employment: From 04-15 To current Weekly Pay: Starting Varies Ending Varies

Reason for Leaving: N/A

Name and Address of Employer The Cheesecake Factory

Type of Business Restaurant Telephone No. ( ) Unit   Supervisor's Name Copy Willis

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Your Hospitality Staffing Professionals

Your Position and Duties Barber / Bartender / Cashier

Dates of Employment: From 07-2011 To 04-2014 Weekly Pay: Starting 9.50 Ending 12.00

Reason for Leaving: I moved away

Name and Address of Employer Rubio's Mexican Grill

Type of Business Restaurant Telephone No. ( unk ) Supervisor's Name Ashley

Your Position and Duties Cashier / Expediter

Dates of Employment: From 05-2014 To 03-2015 Weekly Pay: Starting 8.75 Ending 9.50

Reason for Leaving: Laid off

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? Yes        No         
If so, describe: N/A

## JOB RELATED REFERENCES

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

Name: Danh Telephone No. (510) 237-9470

Address San Pablo, CA

Occupation: Temp Agency Relationship: Boss Number of Years Acquainted: 0

Name: Kevin Meagan Telephone No. (50) 409-9981

Address Richmond, CA

Occupation: Security Relationship: Co-worker Number of Years Acquainted: 5

Name: Gregory Buxton Telephone No. (510) 730-5229

Address Richmond, CA

Occupation: Sales Relationship: Former Manager Number of Years Acquainted: 7

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

J.B.

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.

J.B.

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.

J.B.

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.

J.B.

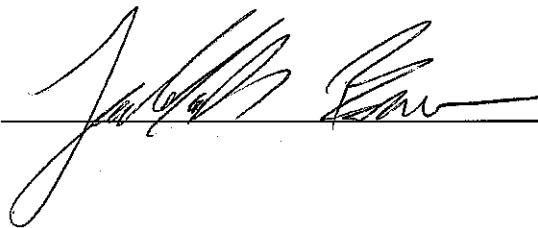
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

J.B.

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

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

Applicant's Signature



Date

10-29-15

**NOTICE TO EMPLOYEE**  
*Labor Code section 2810.5*

**EMPLOYEE**

Employee Name: Jalilah Brown  
Start Date: 10/30/15

**EMPLOYER**

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])?  Yes  No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

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

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

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

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

**WAGE INFORMATION**

Rate(s) of Pay: \$13.00 Overtime Rate(s) of Pay: \$17.50

Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission

Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box)  Yes  No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement?  Yes  No

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

(If the employee has signed the acknowledgment of receipt below, it 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.)

Regular Payday: FRIDAY



## WORKERS' COMPENSATION

Insurance Carrier's Name: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

**Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure:**

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  - 1. requesting or using accrued sick days;
  - 2. attempting to exercise the right to use accrued paid sick days;
  - 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  - 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

*(Optional)*

(PRINT NAME of Employer representative)

(PRINT NAME of Employee)

(SIGNATURE of Employer Representative)

(SIGNATURE of Employee)

(Date)

(Date)

**The employee's signature on this notice merely constitutes acknowledgement of receipt.**

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.



# Interview Note Sheet

## Applicant Information

|   |   |
|---|---|
| Name: <u>Jalilah Brown</u>  | Interviewer: <u>Katya Nenaydokh Pau</u> |
| Date: <u>10/29/15</u>   | Rate of Pay: <u>\$</u>                  |
| Position (s) Hired for: <u>Full Bar, Task Solver</u> <small>(Onesies)</small> | Referred by: <u>JOSHUA</u>              |

| Job Experience |     |      |              |     |      | Seeking:                                      |
|----------------|-----|------|--------------|-----|------|---|
| Server         | /35 | 77 % | Bartender    | /35 | 77 % | <input checked="" type="checkbox"/> Full-Time |
| Prep Cook      | /20 | %    | Barista      | /10 | %    | <input type="checkbox"/> Part-Time            |
| Grill Cook     | /39 | %    | Cashier      | /10 | 80 % |   |
| Dishwasher     | /10 | %    | Housekeeping | /16 | %    |   |

## Relevant Experience & Summary of Strengths

Total of 10 + in Food Service/Hospitality

Worked as Barista  
Full Bartender  
Food Runner

Worked @ Starbucks  
Onesies Factory

Wants for labor

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

## Transportation

|     |                |                            |
|-----|----------------|----------------------------|
| Car | Public Transit | Carpool ( Rider / Driver ) |
|-----|----------------|----------------------------|

## Regions Available to work:

|          |                |              |              |                |
|----------|----------------|--------------|--------------|----------------|
| SF City  | SR North       | SF Peninsula | East Bay     | Outer East Bay |
| San Jose | South San Jose |              | SJ Peninsula |                |

## Certifications (if any)

|      |                      |      |         |             |
|------|----------------------|------|---------|-------------|
| TiPS | Serv-Safe <u>Yes</u> | LEAD | TB Test | Will Submit |
|------|----------------------|------|---------|-------------|

## Availability

|      |         |         |               |               |
|------|---------|---------|---------------|---------------|
| Open | AM only | PM only | Weekdays only | Weekends only |
|------|---------|---------|---------------|---------------|

Details:

## 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? <u>Yes</u> | Convention Candidate? <u>Yes</u> | Other Languages Spoken: <u>None</u> |
|--|----------------------------------|-------------------------------------|



**Multiple Choice (11 points)**

Q 1) Carbonation \_\_\_\_\_ the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

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C 2) Where does Bourbon Whiskey get its name from?

- a) The distillation process
- b) The County in Kentucky where it became popular
- c) The white oak barrels it is stored in
- d) The unique fermentation process whiskey goes through

B

C 3) What is a Greyhound?

- a) Lemonade and Gin
- b) Cranberry Juice and Vodka
- c) Grapefruit Juice and Vodka
- d) Orange Juice and Gin

A 4) Customers get a new, dry napkin with every drink served.

- a) True
- b) False

B 5) 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 Tequila
- c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
- d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

B 6) 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

B 7) You can accept an expired ID as long as all other information is correct.

- a) True
- b) False

O 8) If someone has had too much to drink, serving them coffee will help sober them up.

- a) True
- b) False

A 9) 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

B 10) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.

- a) True
- b) False

C 11) 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

**Vocabulary (9 points)**

Match the word to its definition

i "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

f Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail

c "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

a Muddler

d.) To pour  $\frac{1}{2}$  oz of vodka on top

b Strainer

e.) Used to measure the alcohol and mixer for a drink

c Jigger

f.) Used to mix cocktails along with a pint glass and ice

a Bar Mat

g.) Used on the bar top to gather spills

d "Screaming"

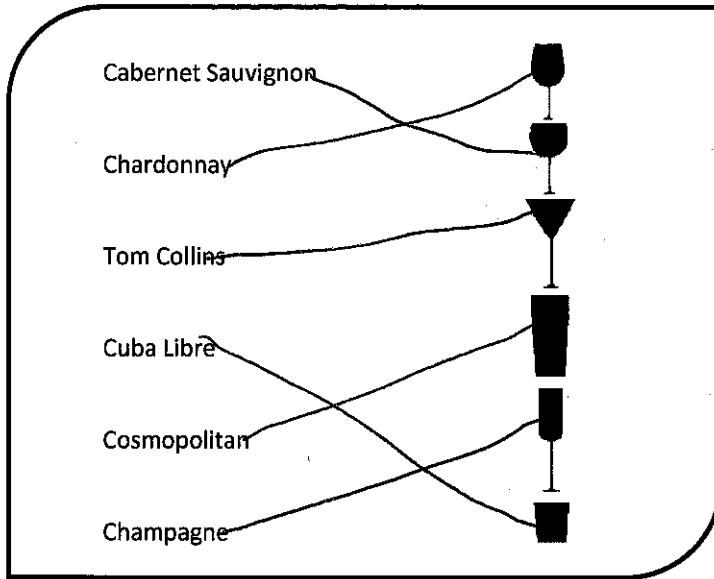
h.) Requesting a separate glass of another drink

h "Back"

i.) Means to serve spirit room temperature in a rocks glass with no ice

**Glassware (6 points)**

Match the correct glass to the drink



**Answer and Question (9 points)**

Provide examples of 3 brand names top shelf spirits (3 points): Patron, Grey Goose, Black Label

What does "topless" mean when ordering a drink? no crafts on the drink

What is simple syrup? a mixer

Is it against the law to pour liquor from one bottle into another? What is this called? (2 points)

yes it is against the law

What should you do if you break a glass in the ice? Dump the ice

When is it OK to have an alcoholic beverage while working? Never

**Servers Test**

**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

C 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

A 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 dinning 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

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**Match the Correct Vocabulary**

O Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

A 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)

E Chaffing Dish

C. Used to hold a large tray on the dining floor

G French Passing

D. Area for dirty dishware and glasses

B Russian Service

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

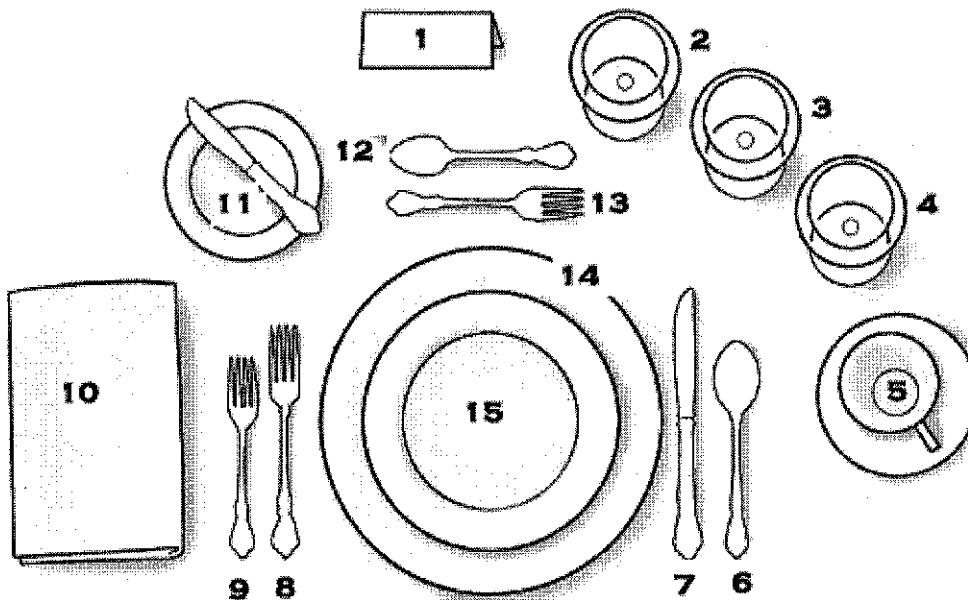
F Corkscrew

F. Used to open bottles of wine

C Tray Jack

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

**Servers Test**



**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**

1. The utensils are placed 3 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar & creamer.
3. Synchronized service is when: all waiters are serving as one.
4. What is generally indicated on the name placard other than the name? Occupation.
5. The Protein on a plate is typically served at what hour on the clock? 4:00.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? immediately alert the chef.

**Cashier Test**

**Score** 8 / 10

b 1) A roll of quarters is worth?  
 a) \$5.00  
 b) \$10.00  
 c) \$15.00  
 d) \$20.00

c 2) A roll of dimes is worth?  
 a) \$5.00  
 b) \$4.00  
 c) \$3.00  
 d) \$2.00

A 3) A roll of nickels is worth?  
 a) \$8.00  
 b) \$6.00  
 c) \$4.00  
 d) \$2.00

c 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

1.95 6) What is the current sales tax rate in your city 9 %?

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

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

