

## 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 Richard DONOSO Date: January 21, 2016  
 Home Telephone (916) 640 7008 Other Telephone ( )  
 Present Address 30-26 Hurley Way Apt 40 Sacramento CA 95864  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address richardodonoso5@gmail.com

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_  
 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 Cristiane DONOSO 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	<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:

NONE

### 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

Cristiane DONOSO

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

# Acrobat

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?
LaGuardia Community College	Long Island City	Not complete	No
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:

People person, communicator great, Quick learner, Asks Questions.  
Making sure job done proper.

## 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 Richard O Donoso Recycling

Type of Business Recycling Telephone No. (916) 640 7008 Supervisor's Name He Owner

Your Position and Duties Rental trucks pull up and dump Card board to recycling facility pay workers

Dates of Employment: From 2/10 To 2/13 Weekly Pay: Starting  Ending

Reason for Leaving: Moved to California wasn't able to keep up with business so closed it down.

Name and Address of Employer CC's Landscaping

Type of Business Landscape Telephone No. (718) 502 1705 Supervisor's Name Carlos

Your Position and Duties All tools to do lawn, burner, blower, weed wacker, edger, flower etc. cleanups, dumps, managed

Dates of Employment: From 2/03 To 6/07 Weekly Pay: Starting \$180.00 day Ending \$100.00 day

Reason for Leaving: Business was sold

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**

DANTE CATER'S

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

Name: FERNANDO IF not Tony owner Telephone No. (718) 446-1310

Address 7507 31st Avenue Queens NY 11370

Occupation: prep cook Relationship: Boss Number of Years Acquainted: 2 years

Name: and party prep Villa Pizza & CEECEE Telephone No. (212) 971-9242

Address 625 87th Avenue New York NY Telephone No. 302-2941

Occupation: SERVER and Relationship: Boss Number of Years Acquainted: 8 months

Occupation: Cook and Cleaner Relationship: Boss Number of Years Acquainted: 8 months

Name: AT&T Landscaping Telephone No. (718) 502-1705

Address NY NY

Occupation: Worker & Assistant Manager Relationship: Brother Number of Years Acquainted: 3 1/2

**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.

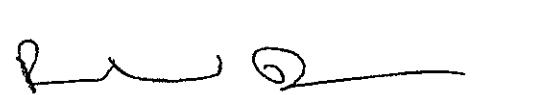
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice 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



Date

1/21/16

# Interview Note Sheet

## Applicant Information

Name: Richard Donsko  
 Date: 1-21-16  
 Position(s) Applied for: Multiple

Interviewer: Jordan  
 Rate of Pay:  
 Referred by:

Christiana Donsko

Experience		Seeking	
Server	/35	% Bartender	/35 %
Prep Cook	/15	% Barista	/10 %
Grill Cook	/40	% Cashier	/10 %
Dishwasher	/10	% Housekeeping	/16 %

Full-Time  
 Part-Time

## Relevant Experience & Skills

# Villa Pizzeria - N.Y. - Server Counter Service Total of \_\_\_\_\_ in Food Service/Hospitality

- Dishwasher - DM - High Volume
- Bus Boy
- Prep Cook → Catering

# Good Utility/ Set-up guy

# Not working currently

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

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

Sac - City

Sac - Davis

Sac - East

Sac - North ( Roseville )

Sac - Outer Area

Sac - South

Sac - West

Sac - Outer West

## Certifications (if any)

TIPS

Serv-Safe

LEAD

Other

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?

Convention Candidate?

Other Languages Spoken:



**Housekeeping Test**

Score 13 / 16

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

- When handling disinfectant solutions
- When cleaning patient care areas
- When handling soiled linens
- When handling or disposing of waste
- All of the above

2) Which of the following should be cleaned daily?

- Chairs, lamps, and tables
- Tabletops, beds, and handrails
- Grab bars, lights, tops of doors and counters
- Floors, sinks, toilets, and latrines
- All of the above

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

- True
- False

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

- True
- False

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

a) Floors	<input checked="" type="radio"/> Daily	<input type="radio"/> Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily	<input type="radio"/> Weekly
c) Carpets in patient rooms	<input checked="" type="radio"/> Daily	<input type="radio"/> Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily	<input type="radio"/> Weekly
e) Soiled linens	<input checked="" type="radio"/> Daily	<input type="radio"/> Weekly

6) The best way to clean the floor is:

- Scrubbing
- Dry sweeping and dusting
- Sweeping, mopping and dusting
- Wet mopping

7) What should you do if you spill liquids or see a liquid spill?

- Leave it for someone else to clean-up
- Wait until the end of your shift to clean it
- Flag the spill and clean it immediately
- Not sure

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

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

9) The appropriate cleaning schedule for a hospital is:

- Weekly
- No schedule needed
- Developed according to need
- Whatever you feel like

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

SOAP, RINSE, Solutions

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

Disinfectant to kill bacteria  
Cleaning solution IS to clean up AFTER your use so it can then be Disinfectant.



**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 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

10

**Match the Correct Vocabulary**

A Scullery

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

E 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)

R Chaffing Dish

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

G French Passing

D. Area for dirty dishware and glasses

B G 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

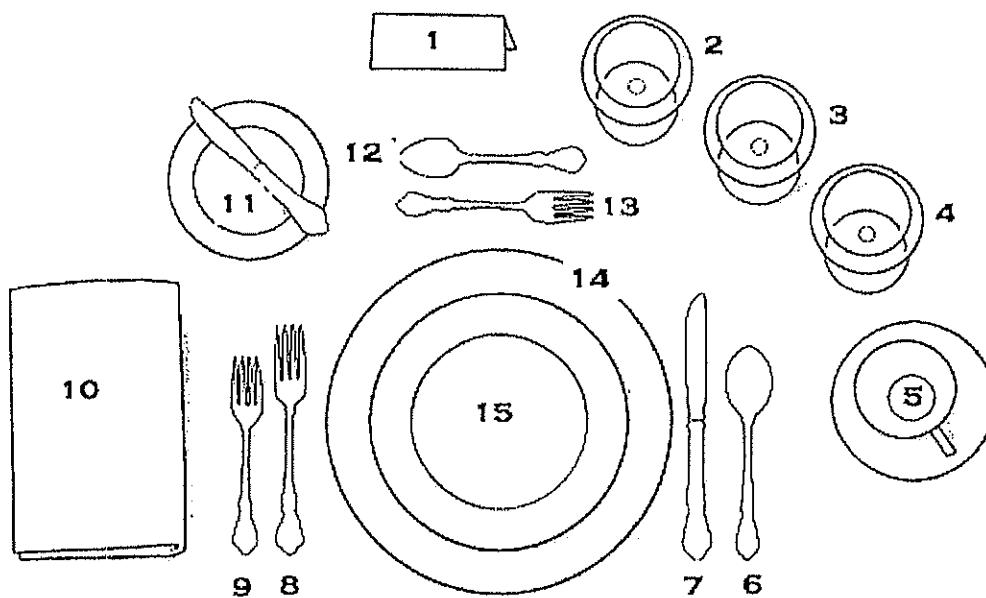
G. Style of dining in which the courses come out one at a time



Name \_\_\_\_\_

**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>9</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>14</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>15</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 \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Dessert
3. Synchronized service is when: Ending of ENTREE
4. What is generally indicated on the name placard other than the name? Number of TABLE
5. The Protein on a plate is typically served at what hour on the clock?
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Let them know what's available on menu.



Prep Cooks Test

Score 12 / 20

Multiple Choice (1 point each)

- 1) A gallon is equal to \_\_\_\_ ounces  
a. 56  
b. 145  
c. 32  
d. 128
- 2) Mesclun are what type of vegetable?  
a. Roots  
b. Beans  
c. Salad Greens  
d. Spices
- 3) What does the term braise mean?  
a. Sear quickly on both sides  
b. Slowly cook in covered pan with little liquid  
c. Cook on high heat and quickly  
d. Slowly cook in simmering water
- 4) At what internal temperature must chicken be cooked so that it is safe to eat?  
a. 155 degrees F  
b. 165 degrees F  
c. 175 degrees F  
d. 185 degrees F
- 5) How do you blanche vegetables?  
a. Immerse for a short time in boiling water  
b. Cook lightly in butter over med heat  
c. Soak in cold water overnight  
d. Rub with salt before cooking
- 6) Which of the following ingredients would you pack before measuring?  
a. Olive Oil  
b. Salt  
c. Brown Sugar  
d. White Sugar
- 7) What is Al Dente?  
a. Firm but not hard  
b. Soft to the touch  
c. Very hard  
d. Very soft
- 8) Food should be left out no more than  
a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours
- 9) Which is the improper way to thaw frozen food?  
a. In the fridge  
b. In a sink with cold water  
c. On the counter  
d. In the microwave

- 3



**Prep Cooks Test**

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

15) Which spoon is used to remove fat from soups and stews?

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

- 14 -

C

C

**Cashier Test**

Richard Dowso

Score 7 / 10

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

- 3

B 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

$$\begin{array}{r}
 1.25 \\
 .90 \\
 .79 \\
 \hline
 2.94
 \end{array}
 \quad
 \begin{array}{r}
 0 \\
 \times 10.00 \\
 \hline
 7.06
 \end{array}$$

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

$$\begin{array}{r}
 50.00 \\
 35.50 \\
 \hline
 15.50
 \end{array}$$

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

5

5

b 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

b 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, chafing 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

g 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

C 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

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# E-Verify®

Employment Eligibility Verification

SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2016025210156WG**

Report Prepared: 01/25/2016

## Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

## Employee Information

Last Name: Donoso

First Name: Richard

Date of Birth: 06/14/1975

Social Security Number: \*\*\* \* 1265

Hire Date: 01/21/2016

Citizenship Status: A citizen of the United States

## Document Information

List B Document: Driver's license or ID card issued by a U.S. state or List C Document: Social Security Card outlying possession

Document Name: ID card

Document State: California

Driver's License or ID Card Number:

Document Expiration Date: 06/04/2019

## Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 01/25/2016

Case Submitted By: JBRO8288

SENSITIVE BUT UNCLASSIFIED

(

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Malikah Henix  
henix.malikah1173@gmail.com  
9733515248

**Experience:**

Burger king  
Crew Member  
Dates: 07/2006 to 05/2008

Summary: Cashier, prepare food, push out orders.

**Education:**

M Jake Security  
Sora License  
Degree date: 2014