

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 Victoria L. Donati Date: 3/2/16
 Home Telephone (415) 957-9800 Other Telephone () _____
 Present Address 600 Embarcadero
 Permanent Address, if different from present address: _____
 Email Address victoriadonati93@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server / Waitress Salary desired: \$ 13.00
 Are you currently registered with any staffing and/or employment agencies? If so, please list
no
 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? 3/3/16

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	12 am	12 am	12 am	12 am	12 am	12 am	12 am
PM	11 pm	11 pm	11 pm	11 pm	11 pm	11 pm	11 pm

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
no

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.

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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?
Hanford High School	Hanford, CA	12 th Diploma	yes
Lawrence Beauty	Hanford, CA	trade completed	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 Delaney Street Restaurant - 600 Embarcadero
SF, CA 94107
Type of Business Restaurant Telephone No. (415) 512-5190 Supervisor's Name Mimi Silbert
Your Position and Duties Private dining waitress and served the public

Dates of Employment: From June 2015 To Mar 2016 Weekly Pay: Starting _____ Ending _____

Reason for Leaving: graduated

Name and Address of Employer Mimi H. Silbert: CEO + President of DSF - 600 Embarcadero
Type of Business Professional Telephone No. (415) 512-5190 Supervisor's Name Mimi Silbert
Your Position and Duties Administrative Assistant - worked as a Secretary and answered all calls, contacted all appts.

Dates of Employment: From Jan 2015 To Mar 2016 Weekly Pay: Starting _____ Ending _____

Reason for Leaving: Graduated

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Your Hospitality Staffing Professionals

Name and Address of Employer

Delaney St. Accounting - 400 Embarcadero
SF, CA 94107

Type of Business

Accounting

Telephone No.

(415) 957-9800

Supervisor's Name

Jerry Raymond

Your Position and Duties

Accounts Receivable Clerk - responsible for
logging donations, catering billings, rent checks, etc.

Dates of Employment: From

June 2014

To

Mar 2016

Weekly Pay: Starting

Ending

Reason for Leaving:

Graduated

Name and Address of Employer

Divinity Boutique - Kristen Smith

Type of Business

Sales / Cashier

Telephone No.

()

Supervisor's Name

Kristen Smith

Your Position and Duties

Sales rep and cashier

Dates of Employment: From

Jan 2013

To

May 2013

Weekly Pay: Starting

\$12 an hour

Ending

\$12 an hour

Reason for Leaving:

Not enough hours.

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:

JOB RELATED REFERENCES

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

Name:

Jerry Raymond

Telephone No.

(415) 957-9800

Address

400 Embarcadero San Francisco, CA 94107

Occupation:

Treasurer

Relationship:

BOSS

Number of Years Acquainted:

2

Name:

Mimi H. Gilbert

Telephone No.

(415) 512-5190

Address

400 Embarcadero San Francisco, CA 94107

Occupation:

CEO / President

Relationship:

BOSS

Number of Years Acquainted:

2

Name:

Stephanie Muller

Telephone No.

(415) 957-9800

Address

400 Embarcadero San Francisco, CA 94107

Occupation:

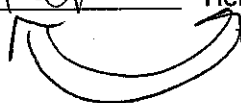
CO-worker

Relationship:

Secretary

Number of Years Acquainted:

2



Please Read Carefully, Initial Each Paragraph and Sign Below

X

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.

X

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.

X

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.

X

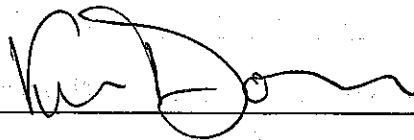
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

X

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

3/2/16

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**Employee Name: Victoria DonatiStart Date: 3/2/14**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs 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 INFORMATIONRate(s) of Pay: \$13 Overtime Rate(s) of Pay: \$19.50Rate 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 ☐ NoIf 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)

Katya Nenaydova
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

3/2/16
(Date)

Victoria Donath
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

3/2/16
(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>Victoria Donati</u>	Interviewer: <u>Katya Nenaydokh</u>
Date: <u>3/2/16</u>	Rate of Pay: <u>\$13</u>
Position (s) Applied for: <u>Buffer Serving, Bussing</u>	Referred by: <u>Delancey St.</u>

Test Scores					
Server	<u>28/35</u>	<u>80</u> %	Bartender	<u>/30</u>	%
Prep Cook	<u>/15</u>	%	Barista	<u>/10</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/10</u>	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/16</u>	%

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

Relevant Experience & Summary of Strengths	Total of _____ in Food Service/Hospitality
<u>Catering company - Vertelli's restaurant serving ~ a few months</u> <u>Steak house waitress - 8 mo's</u> <u>Delancey St serving - 1 year</u>	
P.O.S. Experience: Y / N details: _____	

Transportation				
Car	<input checked="" type="radio"/> Public Transit	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
San Jose	South San Jose	SJ Peninsula		
Certifications (if any)				
TIPS	Serv-Safe <u>Needs</u>	LEAD	Other _____	Will Submit
Availability				
<input checked="" type="radio"/> Open	AM only	PM only	Weekdays only	Weekends only
Details:				
Uniforms Owned:				
<input checked="" type="radio"/> Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest
<input checked="" type="radio"/> 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:		

Servers Test

Multiple Choice

80%

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

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

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

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

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

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

D Scullery

C Queen Mary

A Chaffing Dish

B French Passing

G Russian Service

F Corkscrew

E 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

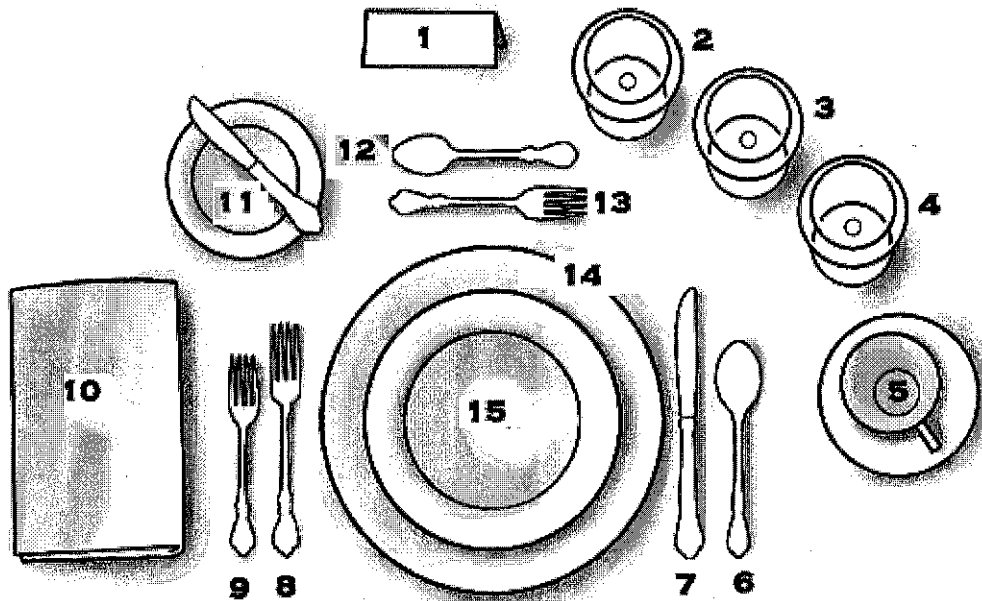
D Area for dirty dishware and glasses

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 VICTORIA DONATI
Servers Test Score / 35



Match the Number to the Correct Vocabulary

- | | | | | |
|----------|-----------|-----------------------|-----------|------------------------------|
| <u>2</u> | <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>4</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>2</u> | | Water Glass | | |

Fill in the Blank

- The utensils are placed 16 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar / Creamer
- Synchronized service is when: Everything is brought out at the same time.
- What is generally indicated on the name placard other than the name? Type of entree
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
offer a vegetarian dish - or go ask a manager.