

# Interview Note Sheet

## Applicant Information

Name: <u>Esmaralda Cardenas</u>	Interviewer: <u>Clarita mark</u>
Date: <u>7/26/16</u>	Rate of Pay: <u>10.5</u>
Position (s) Applied for: <u>Cashier</u>	Referred by: <u>Luis Casanals</u>

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	<u>Cashier</u>	/15	<u>87</u> %
Dishwasher	/10	%	Housekeeping	/16	%

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of 2 in Food Service/Hospitality

Was server experience as well as ~~server~~ cashier  
can also prep cook

P.O.S. Experience: Y / N details: 3

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work:

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

Washon

## 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?

yes

Convention Candidate?

yes

Other Languages Spoken:

Spanish

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Esmeralda Cardenas  
Email: esmecardenas25@yahoo.com  
Phone number: 832 5732735

## Working Experience:

Company Name: Arch Staffing  
Dates of Employment: 01/2015 - 01/2016  
Job Responsibility:

- - Prep-cook
- - server
- - concessions
- -

Company Name: Excelsior  
Dates of Employment: 07/2014 - 01/2015  
Job Responsibility:

- - prep-cook
- - server
- -
- -

Company Name: TMD Staffing  
Dates of Employment: 02/2016 - 06/2016  
Job Responsibility:

- - warehouse worker (coffee warehouse)
- - printing warehouse worker
- -
- -

## Skills

- - quick learner
- - team worker
- - always have a professional attitude
- - determined, finish task on time

## Employment Application

816-501-9067

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 Esmeralda Cardenas Date: 07/20/2016  
 Home Telephone ( 832 ) 573 2735 Other Telephone (      )       
 Present Address 155 Coach Rd Houston Tx 77060  
 Permanent Address, if different from present address:       
 Email Address esme.cardenas.25@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$11+  
 Are you currently registered with any staffing and/or employment agencies? If so, please list     

Are you applying for: Full-time work? Yes X No      Part-time work? Yes X No       
 Temporary work, e.g., summer or holiday work? Yes X No      From: Present To: August 22, December 2016  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral ☒ Name of Referral Luis Castellanos Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐  
 Other Web Posting ☐ Other Source ☐  
 Could you work overtime, if necessary? Yes X No      If hired, on what date could you start working? July 21, 2016

*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		All day	All day	All day	All day	All day	8am-3pm
PM		All day	All day	All day	All day	All day	

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 X If yes, when?       
 Do you have friends or relatives working for Acrobat Outsourcing? Yes X No      If yes, please state name and relationship Luis Castellanos - coworker  
 If hired, would you have a reliable means of transportation to and from work? Yes X No       
 If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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.)

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?
Aldine High School	Houston Tx	Graduated	Yes
Texas A&M University	College Station, Tx	Still Attending, 3 <sup>rd</sup> Year	No
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input 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: TABC Certificate, Food Handlers Certificate, Microsoft Program			

## 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 Arch Staffing  
 Type of Business Hospitality Telephone No. ( 281 ) 631 5900 Supervisor's Name Carina Alcantar  
 Your Position and Duties Server, Concessions, Prep-cook

Dates of Employment: From 01/2015 To 01/2016 Weekly Pay: Starting \$11~\$12 Ending \$11~\$12

Reason for Leaving: College in another city

Name and Address of Employer Excebiar  
 Type of Business Hospitality Telephone No. (      )      Supervisor's Name       
 Your Position and Duties Server, Prep-cook

Dates of Employment: From 07/2014 To 01/2015 Weekly Pay: Starting \$11 Ending \$11

Reason for Leaving: started college

Name and Address of Employer TMD Staffing

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

Type of Business Hospitality

Telephone No. ( )

Supervisor's Name

Your Position and Duties Warehouse worker

Dates of Employment: From 02/2016 To 06/2016

Weekly Pay: Starting \$9 Ending \$9

Reason for Leaving: No work available

Name and Address of Employer Mess Waffle (College Station, Tx)

Type of Business Food Truck

Telephone No. ( )

Supervisor's Name

Your Position and Duties Cook

Dates of Employment: From 02/2015 To 11/2015

Weekly Pay: Starting \$8 Ending \$9

Reason for Leaving: Classes and Schedule didn't work out for next semester

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?  
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: Alicia Herguinio

Telephone No. (832) 893 5735

Address

Occupation: Restaurant Owner Relationship: Former Boss Number of Years Acquainted: 1

Name: Jose Castillo

Telephone No. (832) 581 9979

Address

Occupation: Server Relationship: Coworker Number of Years Acquainted: 1

Name: Luis Castellanos

Telephone No. (713) 855 1669

Address

Occupation: Server Relationship: Coworker Number of Years Acquainted: 1

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

EC

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.

EC

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.

EC

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.

EC

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.

EC

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**

*Esther Coss*

**Date**

07/20/2016

## Cashier Test

Score 12 / 15

87%

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

- B 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

- 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 8%?

- 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

4.50  
 8.25  
 9.95  
 12.25  
 14.75  
 18  
 21

Score / 15

11) Counterfeit pens should be used on which three denominations?

- (a) \$20, \$50, \$100

- c) \$5, \$50, \$100

- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one

- (b) two

- c) three

- d) no need to count

### Question & Answer:

21

State ID

15) How many \$20 bills are in a bank band?