

Interview Note Sheet

Applicant Information	
Name: <u>Lidia Romero</u>	Interviewer: <u>Sherysa Padilla</u>
Date: <u>7/20/16</u>	Rate of Pay: <u>\$11.00</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>stacey Hickey</u>

Test Scores					
Server	/35	<u>84</u> %	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><i>Total of _____ in Food Service/Hospitality</i></p> <p>- she has a lot of experience working as a Banquet server.</p> <p>- she worked at conventions.</p>
P.O.S. Experience: Y / N details: _____

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> 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 <u>Houston</u>
Certifications (if any)
TiPS Serv-Safe LEAD Other _____ 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: _____
Uniforms Owned:
Bistro <u>Black Bistro</u> Tuxedo 1/2 Tuxedo Black Vest <u>Long Black Tie</u> 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?
Other Languages Spoken: <u>Spanish</u>

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

First and Last Name: Lydia Romero
Email: lyavalencia@yahoo.com
Phone number: 832-314-3907

Working Experience:

Company Name: Excelsior Staffing
Dates of Employment: 2012 - 2013
Job Responsibility:

- - server
- - set up tables
- - clean up.

Company Name: HSS Hospitality Staffing
Dates of Employment: 2014 - 2015
Job Responsibility:

- - Server
- - set up tables
- - clean tables

Company Name: Arch Staffing
Dates of Employment: 2014 - 2016
Job Responsibility:

- - Server
- - Customer Service
- - Set up tables.

Skills

- - Team Work
- - professional
- - detail oriented
- - quick learner

Name

Lydia Roman

Servers Test

Score / 35

Multiple Choice

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

E Queen Mary

A Chaffing Dish

B French Passing

G Russian Service

F Corkscrew

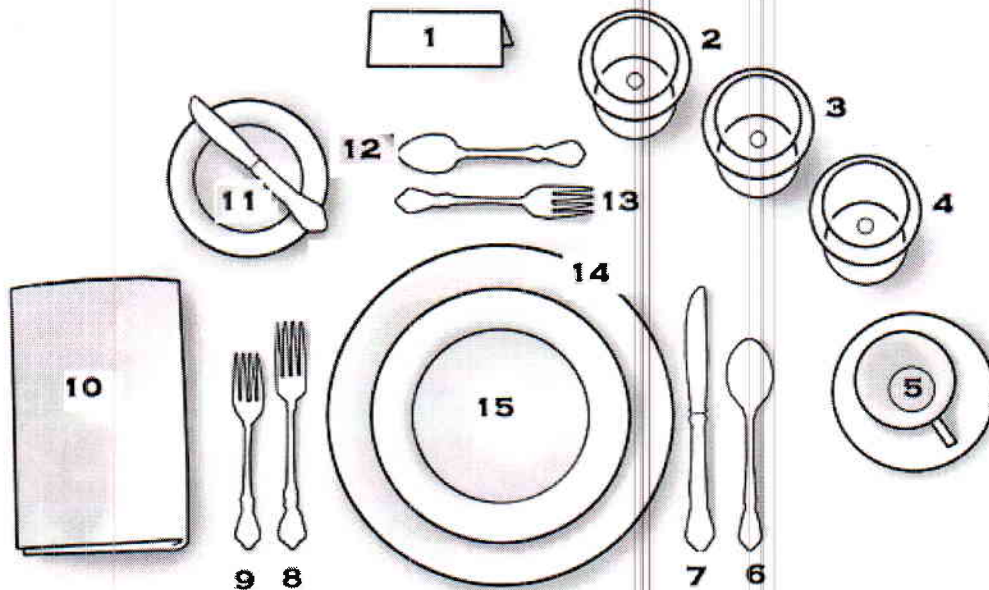
C Tray Jack

- 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 _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

- 10 Napkin
- 11 Bread Plate and Knife
- 1 Name Place Card
- 12 Teaspoon
- 13 Dessert Fork
- 6 Soup Spoon
- 15 Salad Plate
- 4 Water Glass

- 5 Dinner Fork
- 8 Tea or Coffee Cup and Saucer
- 7 Dinner Knife
- 2 Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 3 Wine Glass (White)

Fill in the Blank

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

Indian morena

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 Lydia Natalia Valencia Romero Date: 07/20/2016
Home Telephone () _____ Other Telephone (832) 314-3902
Present Address 9315 Valley Stream Houston TX 77037
Permanent Address, if different from present address: _____
Email Address lyavalencia@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Server Banquet Salary desired: \$14 per hour
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 Luis Castellano 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? Open

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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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
Luis Castellano
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?
Mexico	Mexico		
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 Arch staffing
 Type of Business Hospitality Server Telephone No. () Supervisor's Name Corina Alcantar
 Your Position and Duties Banquet Server

Dates of Employment: From 2014 To 2016 Weekly Pay: Starting \$14 Ending \$14

Reason for Leaving: slow

Name and Address of Employer exelsior staffing
 Type of Business B.S. Telephone No. (832) 401-9166 Supervisor's Name Luis Bolivar
 Your Position and Duties Server Banquet

Dates of Employment: From 2012 To 2013 Weekly Pay: Starting \$14 Ending \$15

Reason for Leaving: personal

Name and Address of Employer Hospitality staffing (HSS)

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Your Hospitality Staffing Professionals

Type of Business BS

Telephone No. (281) 763-9179

Supervisor's Name Jose Buiza

Your Position and Duties Server

Dates of Employment: From 2014 To 2015

Weekly Pay: Starting \$14 Ending \$16

Reason for Leaving: Personal Reason

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?

If so, describe: _____

Yes ___ No ☒

JOB RELATED REFERENCES

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

Name: Diana Molina

Telephone No. (713) 418-9530

Address Houston TX

Occupation: Server Relationship: friend

Number of Years Acquainted: 3

Name: Dinora Vazquez

Telephone No. (713) 418-3783

Address Houston TX 77037

Occupation: Subway Manger Relationship: friend

Number of Years Acquainted: _____

Name: Zoila c laros

Telephone No. (713) 418-9530

Address Spring tx

832-588-7489

Occupation: Caterins server Relationship: friends

Number of Years Acquainted: 3

Please Read Carefully, Initial Each Paragraph and Sign Below

LR

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.

LR

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.

LR

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.

LR

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.

LR

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

07/20/2016