

Interview Note Sheet

Applicant Information	
Name: <u>Andrea Martinez</u>	Interviewer: <u>Clarice Mel</u>
Date: <u>7/20/16</u>	Rate of Pay: <u>10 \$</u>
Position (s) Applied for: <u>Cashier</u>	Referred by: <u>Luigis Castello</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	<u>13</u> /15	<u>87</u> %
Dishwasher	/10	%	Housekeeping	/16	%

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

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><i>Total of <u>2</u> in Food Service/Hospitality</i></p> <p><i>Really good attitude, lots of server, cashier experience</i></p>
P.O.S. Experience: <u>(Y)</u> / N details: _____

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool (Rider / Driver)

Regions Available to work:
<div style="display: flex; justify-content: space-between;"> <div>SF City San Jose</div> <div>SF North South San Jose</div> <div>SF Peninsula SJ Peninsula</div> <div>East Bay</div> <div>Outer East Bay <u>Mission</u></div> </div>

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:
<div style="display: flex; justify-content: space-between;"> <div>Bistro <u>Black Bistro</u></div> <div>Tuxedo <u>1/2 Tuxedo</u></div> <div>Black Vest Long Black Tie</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Chef Coat Chef Pants Knives</div> <div><u>Black Pants</u> <u>Non-Slip Shoes</u></div> <div>Bow Tie Other: _____</div> </div>

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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87%

- B. 1) A roll of quarters is worth?
- \$5.00
 - ☒ \$10.00
 - \$15.00
 - \$20.00
- A. 2) A roll of dimes is worth?
- ☒ \$5.00
 - \$4.00
 - \$3.00
 - \$2.00
- D. 3) A roll of nickels is worth?
- \$8.00
 - \$6.00
 - \$4.00
 - ☒ \$2.00
- C. 4) A roll of pennies is worth?
- \$1.00
 - \$0.75
 - ☒ \$0.50
 - \$0.25
- C. 5) What does POS stand for?
- Patience over standards
 - Percentage of sales
 - ☒ Point of sales
 - People over service
- 10 6) What is the current sales tax rate in your city 6.00%?
- 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?
- \$4.06
 - \$2.06
 - ☒ \$7.06
 - \$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?
- \$19.50
 - ☒ \$14.50
 - \$9.50
 - \$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?
- \$6.00
 - \$8.00
 - \$10.00
 - ☒ \$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?
- ☒ \$78.50
 - \$58.50
 - \$38.50
 - \$28.50

$$\begin{array}{r} 4.25 \\ + 3.75 \\ \hline 8.00 \end{array}$$

$$\begin{array}{r} 20.00 \\ - 8.00 \\ \hline 12.00 \end{array}$$

$$\begin{array}{r} 3.75 \\ \times 2 \\ \hline 7.50 \end{array}$$

$$\begin{array}{r} 1.25 \\ \times 2 \\ \hline 2.50 \end{array}$$

$$\begin{array}{r} 2.50 \\ \times 2 \\ \hline 5.00 \end{array}$$

$$\begin{array}{r} 3.25 \\ \times 2 \\ \hline 6.50 \end{array}$$

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

- ☒ a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B. 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:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? State ID, Drivers License

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

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

First and Last Name: Andrea Martinez
Email: Martinez-jhovana@yahoo.com
Phone number: 832-453-9059

Working Experience:

Company Name: Arch Staffing
Dates of Employment: 1/12/2016
Job Responsibility:

- - Serving
- - Set up
- - Break down.
- -

Company Name: El Regio Restaurant
Dates of Employment: 8/2/2015
Job Responsibility:

- - Serving
- - Cashier
- - Food prep
- -

Company Name: ABM Janitorial Services
Dates of Employment: 1/27/2015
Job Responsibility:

- - House Keeping
- - Cleaning
- - Organizing
- -

Skills

- - Experience working with people.
- - Have good memorization
- - Ability to learn and catch up quick.
- -

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 Andrea Jhovana Martinez Date: 07/20/2016
Home Telephone (832) 453-9059 Other Telephone () _____
Present Address 16101 Imperial Valley Drive 77060
Permanent Address, if different from present address: _____
Email Address Martinez - jhovana@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$14
Are you currently registered with any staffing and/or employment agencies? If so, please list
Arch Staffing, TMD Staffing
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 Castellanos 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? 07/20/2016

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

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
Co-Worker / Friend : Luis Castellanos
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?
<i>Aldine Senior Highschool</i>	<i>Houston, TX</i>	<i>Highschool Diploma</i>	<i>Yes</i>
Do you have any special licenses, certificates or special training? If so please list under "Special".		<i>YES</i>	NO
Are you computer literate? If so, list software knowledge under "Special."		<i>YES</i>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<i>YES</i>	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."		<i>YES</i>	NO
Special: <i>TABC License, Cashier, Microsoft Word.</i>			

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 *Banquets* Telephone No. *(281) 631-5900* Supervisor's Name *Carina Alcantara*
 Your Position and Duties *Server*

Dates of Employment: From *1/12/2016* To *7/20/2016* Weekly Pay: Starting *\$13* Ending *\$14*

Reason for Leaving: _____

Name and Address of Employer *Jorge Flores Seebrige Media*
 Type of Business *Postal Work* Telephone No. *(832) 201-2028* Supervisor's Name *Jorge Flores*
 Your Position and Duties *Porting organizing pallets, paper work.*

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

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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

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

Name: Claudia Hernandez Telephone No. (832) 714-9301

Address 11960 Airline Drive 77037

Occupation: Supervisor Relationship: Co-worker/Friend Number of Years Acquainted: 10 years

Name: Jorge Flores Telephone No. (832) 201-2038

Address 707 West Road Houston, TX 77038

Occupation: Lettershop Manager Relationship: Co-worker/Friend Number of Years Acquainted: 6 months

Name: Jose ^{Supervisor} Castillo Telephone No. (832) 581-7919

Address 6909 Hillcroft Avenue #2B4A, Houston, TX 77081

Occupation: Server Relationship: Co-worker/Friend Number of Years Acquainted: 1 year

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

7/20/2016