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Case Verification Number: 2016204162439LL

Report Prepared: 07/22/2016

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Norwood

First Name: Timothy

Date of Birth: 04/29/1963

Social Security Number: *** ** 5036

Hire Date: 07/22/2016

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 outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: California

Driver's License or ID Card Number:

Document Expiration Date: 04/29/2019

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/22/2016

Case Submitted By: GMAY1050

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Interview Note Sheet

Applicant Information

Name: <u>Timothy Ray Norwood</u>	Interviewer: <u>Paul</u>
Date: <u>7-22-16</u>	Rate of Pay: <u>\$14</u>
Position (s) Applied for: <u>Server Cashier</u>	Referred by: <u>Salvation Army</u>

Test Scores

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

Seeking:

☒ Full-Time

☒ Part-Time

Relevant Experience & Summary of Strengths

Total of 25+ in Food Service/Hospitality

Worked Restaurants, Salvation Army
Charity's, Carlo's,
Marble & Cuts

P.O.S. Experience: ☒ Y ☐ N details: _____

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 ☒

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: NO

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 Timothy Ray Norwood Date: 7-22-16
Home Telephone (570) 451-4514 Other Telephone () _____
Present Address 601 - Webster St. Oakland Ca. 94607
Permanent Address, if different from present address: _____
Email Address timothy.norwood77@gmail.com

EMPLOYMENT DESIRED

Position applying for: Food Server, Waiter / Event Services Salary desired: \$11.50 per hr (open)
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 Salvation Army 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? 7-25-16

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		9:00 AM to 5:00 PM	"	"	"	"	
PM		2:00 PM to 10:00 PM	"	"	"	"	

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

Dorey Groves (friend)

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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Type of Business Social Entertainment ^{men's} ~~your~~ Hospitality Staffing Professionals
Telephone No. () Supervisor's Name
Your Position and Duties Event Service Tech / Customer Services in all Areas of Social Entertainment

Dates of Employment: From Jan 2014 To Dec 2014 Weekly Pay: Starting 12.00 Ending 12.00

Reason for Leaving: Venue Cooperation Change Over

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: Nick Clark Telephone No. (510) 457-4514

Address 601 Webster St Oakland CA

Occupation: Resident Manager Relationship: Friend Coworker Number of Years Acquainted: 5 1/2

Name: Kirk Garnum Telephone No. (925) 577-5886

Address 1929 Park St Livermore CA

Occupation: Business Contractor Relationship: Friend Number of Years Acquainted: 45 years

Name: Doree Goodes Telephone No. (510) 458-4514

Address 601 Webster St Oakland CA

Occupation: Intake Coordinator Relationship: Coworker Number of Years Acquainted: 1

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

First and Last Name: Timothy Woodward
Email: Timothy.Woodward77@gmail.com
Phone number: (510) 451-4514

Working Experience:

Company Name: Salvation Army
Dates of Employment: Sept 2015 to Present
Job Responsibility: head desk clerk

- Intake, discharge receipt ~~renewal~~ applications
- - Maintain accurate records of all Program Activities
- - Assisted, Staff, & Administration ASSO. in all Areas

Company Name: Unicef Smart
Dates of Employment: Jan 2015 to Sept 2015
Job Responsibility: Event Service Tech

- - Customer Services in all Areas of large Social Events
- - Set up & Break down's Special Services of Events
- - Amusement Parks, Concerts, Corporate Picnics, Weddings
- - Festivals

Company Name: Alameda County Fair Ground
Dates of Employment: Jan 2014 to Dec 2014
Job Responsibility: Event Service Tech

- -
- -
- -
- -

Skills

- - Food Service, Customer Service
- - Cashier
- - Booth Setups & Breakdowns

Cashier Test

Score 13 / 15

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

D

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

C

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

D

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C

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

90%

- C 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, chaffing 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 dry cloth towel
 - d) Nothing
- A 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

Multiple Choice

- B 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
- B 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
- B 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
- B 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
- C 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
- C 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

- | | |
|--------------------------|---|
| <u>E</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>D</u> 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) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |