

Interview Note Sheet

Applicant Information

Name: <u>Carlos Velez</u>	Interviewer: <u>Jefferson</u>
Date: <u>8/12/16</u>	Rate of Pay: <u>13</u>
Position (s) Applied for: <u>Cashier</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	<u>100</u> %
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

warehouse work - loading
- FIFO -

Total of 18 in Food Service/Hospitality

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 Need 30 days 8/12/16 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?

Convention Candidate?

Other Languages Spoken:

SECRET

SECRET

SECRET

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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 Carlos Felipe Velez Date: 8/12/16
Home Telephone () _____ Other Telephone (415) 574-7774
Present Address 3337 24th Street San Francisco, CA 94110
Permanent Address, if different from present address: _____
Email Address carlosfvelez1987@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: _____

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 _____ No X 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 X No _____ If hired, on what date could you start working? 8/12/16

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	1am - 11am	12am - 11am	12am - 11	12 - 11	12 - 11	12 - 11	12 - 11
PM	12pm - 11pm	12 - 11	12 - 11	12 - 11	12 - 11	12 - 11	12 - 11

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 _____ No X If yes, please state name and relationship _____

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 NO. 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 _____

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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?
UC Hastings College of Law	San Francisco CA	JD	Yes
University of San Francisco	San Francisco CA	BS	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: Microsoft Word, Excel, and Powerpoint			

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 NoX If so, may we contact your current employer? Yes No

Name and Address of Employer Miami-Dade County State Attorney's Office

Type of Business Law Court Telephone No. () Supervisor's Name

Your Position and Duties Student Attorney. Interview clients. Analyze law and motion matters pending before the court.

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:

Name and Address of Employer

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outsourcing

Your Hospitality Staffing Professionals

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 X
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: Betty Mejia Telephone No. (415) 424-0658

Address 2720A 21st St. SF CA 94110

Occupation: Teacher Relationship: Aunt Number of Years Acquainted: 29

Name: Abel Caban Telephone No. (415) 235-1478

Address 70 Onondaga St SF CA 94112

Occupation: Airline Manager Relationship: Friend Number of Years Acquainted: 18

Name: Cynthia Sanchez Telephone No. (415) 500-5355

Address 1525 Ocean Ave SF CA 94112

Occupation: NA Relationship: Friend Number of Years Acquainted: 10

Please Read Carefully, Initial Each Paragraph and Sign Below

CV 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.

CV 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.

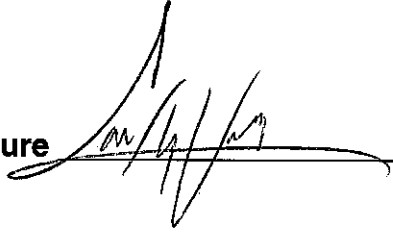
CV I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

CV 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.

CV 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

8/12/16

Carlos F. Velez

E: carlosfvelez1987@gmail.com - (415) 574-7774 - San Francisco,

CA 94110

Accomplished, achievement-drive, and results-oriented recent Graduate interested in working in a Business setting.

SKILLS

Superb leadership, interpersonal, planning, and communication skills. - Fluent in written and spoken Spanish; conversational French.
Excellent computer skills- applications related to MS Office, Excel, and the Internet. - Passionate about achieving a challenging position that allows meaningful contributions to a business' success.

EDUCATION

UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF THE LAW

San Francisco, CA - May 2013

Juris Doctorate

Teaching Assistant in Criminal & Contract Law classes

UNIVERSITY OF SAN FRANCISCO

San Francisco, CA - August 2009

B.S., Business Administration, Major: Finance - Cumulative GPA: 3.64 (Cum Laude),

Major GPA: 4.00 - Financial Management Association Honor Society

PROFESSIONAL EXPERIENCE

MIAMI- DADE COUNTY STATE ATTORNEY'S OFFICE - Miami, FL - Summer 2012

Student Attorney to Judges

Oversaw all aspects of criminal cases, including client interviews, pretrial discovery, settlements, and trials; practiced before the Miami, Dade County State Court. - Researched and analyzed law and motion matters pending before Court. - Drafted bench memoranda with recommendations regarding Court actions on motions. - Wrote jury instructions; observed trials and hearings.

LA RAZA CENTRO LEGAL - San Francisco, CA - Summer 2011

Legal Intern

Provided assistance to low-income, immigrant and Spanish-speaking residents of San Francisco and San Mateo counties who were seeking naturalization and legal status or who were victims of workplace or home raids. - Researched and wrote memoranda on a variety of civil litigation matters. - Conducted document review of discovery to prepare for depositions. - Worked with clients to file petitions surrounding immigration issues.

UNITED STATES CENSUS BUREAU - San Francisco, CA - May 2010 - August 2010

Crew Leader

Provided training to crew members; set goals and delegated tasks for daily completion; Held daily meetings with Field Operations Supervisor to review crew work; Accompanied new enumerators on the field and reviewed their work.

- B 1) A roll of quarters is worth? 100%
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- A 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
- C 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- CBA 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 8.75%?
- 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? 14.50
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 ^{7.50} \$3.75 each, two bags of chips at ^{2.50} \$1.25 each, two cookies at ¹⁰ \$2.50 each and two sodas at ¹⁵ \$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

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

AB

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 Issued, US passport

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

NA