

## 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 Jasoa Lamar Jeffries Date: 8/17/16  
Home Telephone (832) 883-5191 Other Telephone \_\_\_\_\_  
Present Address 10134 Hammerly Blvd #148  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address j1jeffries31@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: open Salary desired: \$11.00/hr  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
NO  
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 Anita Jeffries 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? 8/19/16

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	—	open	open	open	open	open	—
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? 11/14  
Do you have friends or relatives working for Acrobat Outsourcing? Yes ☒ No ☐ If yes, please state name and relationship  
Anita Jeffries, mother  
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?
High School for the Performing Visual Arts	Houston, TX	Diploma	Yes
Washington University	St. Louis, MO	B.F.A.	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: illustration, graphic arts, caricatures, proficient in Photoshop, Quark Xpress, Illustrator, Brice, Sketch Studio Pro, Form Z			

## 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 Thomas Printworks 4225 Richmond Ave Houston, TX 77027

Type of Business Printing Telephone No. (713) 579-2036 Supervisor's Name Betty Guillory

Your Position and Duties Driver, responsible for pick-ups and deliveries to clients  
along various assigned routes throughout the city. Drive cars, vans and boxtrucks

Dates of Employment: From 3/16/15 To 7/15/16 Weekly Pay: Starting \$10.00 Ending \$10.00

Reason for Leaving: Pursued greater employment opportunities

Name and Address of Employer Purple Heart

Type of Business donations Telephone No. (713) 685-5400 Supervisor's Name Edgar

Your Position and Duties Driver, responsible for picking up donations in a 16' boxtruck  
along a daily assigned route and unloading at Value Village

Dates of Employment: From 12-10-14 To 3-14-15 Weekly Pay: Starting \$9.00 Ending \$9.00

Reason for Leaving: Pursued greater employment opportunities

Name and Address of Employer Royal Service Movers

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Type of Business moving co.

Telephone No. (832) 883-5191

Supervisor's Name myself

Your Position and Duties owner/operator, Manager, supervised and operated 2-3 mail crew packing, wrapping, loading, re-loading and unloading household goods, etc. Logistics, administrative duties, Networking and advertising

Dates of Employment: From 1/2008 To present

Weekly Pay: Starting \$30/hr Ending \$45/hr

Reason for Leaving: decline in work volume

Name and Address of Employer Dril-Grip, Inc.

Type of Business oil and gas

Telephone No. (310) 467-5876

Supervisor's Name Brent Jones

Your Position and Duties Clerk, Responsible for assembling service manuals for offshore employers and shipping them to clients as well as inventory, booking, filing and ordering supplies

Dates of Employment: From 5/2004 To 8/2009

Weekly Pay: Starting \$10.00/hr Ending \$13.40/hr

Reason for Leaving: Pursued greater employment opportunities

Have you ever been fired from any previous place of employment? If so, please explain: NO

## 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: Patrick Rodriguez

Telephone No. (281) 883-6550

Address 7525 N. Freeway Houston, TX

Occupation: Account manager

Relationship: Sales manager for my moving co. Number of Years Acquainted: 3

Name: Jeff Pike

Telephone No. (314) 935-5555

Address One Brookings Drive St. Louis, Mo 63130

Occupation: Dean, school of Art

Relationship: Dean/Friend Number of Years Acquainted: 23

Name: Brent Jones

Telephone No. (310) 467-5876

Address 13550 Hempstead Hwy Houston, TX 77040

Occupation: Supervisor/Editor

Relationship: Friend Number of Years Acquainted: 9

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

  *TL*   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.

  *TL*   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.

  *TL*   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.

  *TL*   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.

  *TL*   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

  *T. Telfair*  

Date

  8/17/16

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

First and Last Name: Jason Jeffries  
Email: j1jeffries31@yahoo.com  
Phone number: 832-883-5191

## Working Experience:

Company Name: Thomas Printworks  
Dates of Employment: 3/16/15 - 7/15/16  
Job Responsibility:

- - driving
- - pick-ups and deliveries
- - customer service

Company Name: Purple Heart  
Dates of Employment: 12/10/14 - 3/14/15  
Job Responsibility:

- - driving
- - picking up donations along an assigned route

Company Name: Royal Service Movers  
Dates of Employment: 7/2008 - Present  
Job Responsibility:

- - owner/operator
- - supervised and operated 2-3 man crew
- - wrapping, packing, loading/unloading household goods
- - logistics, administrative duties, networking and advertising

## Skills

- - warehouse
- - clerical
- - general labor
- - graphic arts/illustration

# Interview Note Sheet

Applicant Information	
Name: <u>Jason Jeffries</u>	Interviewer: <u>Carmelle Bonarce</u>
Date: <u>8/17/16</u>	Rate of Pay:
Position (s) Applied for: <u>Open</u>	Referred by: <u>Previous Employee</u>

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

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

- will get Table & FHC
- Background in AET

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

NW Houston

## 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?

Convention Candidate?

Other Languages Spoken:

Texas

USA  
TX

DRIVER LICENSE



4d DL 19017040 5 Class C  
4a Iss 12/10/2013 4b Exp 12/05/2019  
3 DOB 12/05/1976  
1 JEFFRIES  
2 JASON LAMAR  
6 14255 NORTHWEST FWY #286  
HOUSTON TX 77040-0000  
12 Restrictions NONE 14a End NONE  
16 Hgt 6-04 18 Sex M 19 Eyes BRO  
5 DD 12211391122110847940

SOCIAL SECURITY

289-74-2294

THIS NUMBER HAS BEEN ESTABLISHED FOR

JASON LAMAR JEFFRIES

Jason Jeffries  
SIGNATURE

**Multiple Choice** (1 point each)

- ☒ **b** 1) A gallon is equal to \_\_\_\_\_ ounces  
a. 56  
b. 145  
c. 32  
d. 128
- ☒ **b** 2) Mesclun are what type of vegetable?  
a. Roots  
b. Beans  
c. Salad Greens  
d. Spices
- ☒ **d** 3) What does the term braise mean?  
a. Sear quickly on both sides  
b. Slowly cook in covered pan with little liquid  
c. Cook on high heat and quickly  
d. Slowly cook in simmering water
- ☒ **b** 4) At what internal temperature must chicken be cooked so that it is safe to eat?  
a. 155 degrees F  
b. 165 degrees F  
c. 175 degrees F  
d. 185 degrees F
- ☒ **a** 5) How do you blanch vegetables?  
a. Immerse for a short time in boiling water  
b. Cook lightly in butter over med heat  
c. Soak in cold water overnight  
d. Rub with salt before cooking
- ☒ **c** 6) Which of the following ingredients would you pack before measuring?  
a. Olive Oil  
b. Salt  
c. Brown Sugar  
d. White Sugar
- ☒ **a** 7) What is Al Dente?  
a. Firm but not hard  
b. Soft to the touch  
c. Very hard  
d. Very soft
- ☒ **c** 8) Food should be left out no more than  
a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours



## Prep Cooks Test

- ~~10~~ 9) Which is the improper way to thaw frozen food?
- a. In the fridge
  - b. In a sink with cold water
  - c. On the counter
  - d. In the microwave
- ✓ a 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - d. Water
- ✓ b 11) What is the temperature range of the danger zone?
- a. 25-135
  - b. 40-140
  - c. 50-160
  - d. 30-130
- ✓ d 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
  - b. Mince, chop, dice
  - c. Chop, dice, Mince
  - d. Mince, dice, chop
- ~~10~~ d 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
  - b. Turned towards you for better control
  - c. Turned towards the right or left at all times
  - d. Over the countertop at all times
- ✓ c 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - c. Liquid
  - d. Oil
- ~~10~~ c 15) Which spoon is used to remove fat from soups and stews?
- a. Basting Spoon
  - b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- ~~10~~ b 16) Which of the following means to cook in a small amount of fat?
- a. Season
  - b. Sauté
  - c. Broil
  - d. Boil
  - e. Fry

## Prep Cooks Test

✓ a 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

a 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill in the Blank (1 point each)

✓ 19) salt & pepper are the basic seasoning ingredients for all savory recipes.

20) chop: to cut into very small pieces when uniformity of size and shape is not important.