

Interview Note Sheet

Applicant Information	
Name: <u>Roberto Perez</u>	Interviewer: <u>Jeffrey</u>
Date: <u>8/18/16</u>	Rate of Pay: <u>13</u>
Position (s) Applied for: <u>Cashier / Dish</u>	Referred by: <u>Jobson</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	<u>86</u> %
Dishwasher	/10	<u>70</u> %	Housekeeping	/16	%

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

Relevant Experience & Summary of Strengths	Total of <u>3</u> in Food Service/Hospitality
<u>Jobson</u>	
P.O.S. Experience: Y / N details: _____	

Transportation	
Car	<u>Public Transit</u> Carpool (Rider / Driver)
Regions Available to work:	
<u>SF City</u>	<u>SF North</u> <u>SF Peninsula</u> <u>East Bay</u> <u>Outer East Bay</u>
San Jose	South San Jose SJ Peninsula
Certifications (if any)	
TIPS	Serv-Safe LEAD Other _____ Will Submit
Availability	
<u>Open</u>	AM only PM only Weekdays only Weekends only
Details:	
Uniforms Owned:	
<u>Bistro</u> <u>Black Bistro</u> Tuxedo 1/2 Tuxedo Black Vest <u>Long Black Tie</u>	
Chef Coat Chef Pants Knives <u>Black Pants</u> <u>Non-Slip Shoes</u> Bow Tie Other: _____	
Would you recommend this applicant for Acrobat Academy?	Convention Candidate? Other Languages Spoken:
<u>Yes</u>	<u>Yes</u>

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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 Roberto Martin Perez Date: 04/08/16
Home Telephone (415) 285-3407 Other Telephone (415) 572-9143
Present Address 570 Francisco St Apt # 711
Permanent Address, if different from present address: _____
Email Address alvarado Martin 450 @ yahoo.com

EMPLOYMENT DESIRED

Position applying for: Cashier/Event Helper/Greeter/Dishwasher Salary desired: \$18 hour

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 Jules 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? Soon

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	<u>12:00 AM</u>						
PM	<u>8:00 PM</u>						

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 _____

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.)

N/A

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?
Independence High School	San Francisco CA	High School Diploma	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: Y&C, Y&C/C; Microsoft Word, Doc's, Yearbook, Inventory		Plan Organize,	

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 N/A

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:

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: N/A

JOB RELATED REFERENCES

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

Name: Paris Paul Managment Telephone No. (925) 360-2955

Address 1375 Sutter St #203, San Francisco, CA

Occupation: _____ Relationship: Boss Number of Years Acquainted: 2

Name: Angels Maria Bay Care Telephone No. (415) 915-9370

Address 818 Trent Ave. Apt. #3

Occupation: _____ Relationship: Boss Number of Years Acquainted: 5

Name: Painter & Window Installer Telephone No. (415) 802-7938

Address 3510 Andrade Ave. Richmond, CA

Occupation: _____ Relationship: Boss Number of Years Acquainted: 4

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.

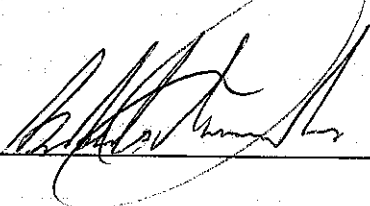
✓ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal 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

04/08/16

ROBERTO MARTIN PEREZ

570 Francisco Street, San Francisco, CA 94133 H: (415)285-3407 C: (415)572-9143
alvaradomartin450@yahoo.com

PROFESSIONAL SUMMARY

A talented, detail-oriented individual who is able to perform assignments given efficiently and able to meet strict deadlines. A team-player with a can-do attitude who understands work safety rules and regulations and aim to contribute to the success of the company.

SKILLS

Trusted key holder
Creative problem solver
Exceptional communication skills
MS Windows proficient Quick learner
Strong Client Relations
Floor set design expertise
Training development aptitude

Proficient in cash management
Multi-line phone talent
Team player
Bilingual Speaker & Writer Spanish/English
Good Communication
Problem Solving/Decision Making
Follow Direction

WORK HISTORY

Maintainance Technician, 02/2016 to Current

Davis Paul Management – 1375 Sutter St #203, San Francisco, CA

- Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, parking lots, and other work areas.

Bike Builder & Repair Specialist, 01/2014 to 02/2015

Bicycle Shop – 766 Valencia St, San Francisco, CA 94110

- Experience with hand, air, and power tools.
- Assess and perform needed or requested bicycle repair.
- Maintain a clean and organized workstation.
- Perform additional duties as requested by Manager.
- Ensure proper stock quantities of repair parts, tools, and supplies.
- Assist customer service and store sales team with any and all technical inquiries in a friendly manner.

Painter & Window Installer, 03/2012 to 04/2013

Jesus Castillo Company – 3510 Andrade Ave. Richmond, CA

- Knowledge of interior and exterior painting, residential and commercial.
- Spraying, brush and roll, prepping, drywall repairs, running projects from start to finish.
- Ensures that all materials, field supplies, and equipment are maintained and accurately inventoried at all times.
- Take direction and work well with other team members.
- Report any product related issues immediately from Job site to allow for the proper solution.

EDUCATION

High School Diploma: 2013

Independence High School - 1350 7th Ave, San Francisco, CA 94122

Cashier Test

Score 13/15

86%

- b 1) A roll of quarters is worth?
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
- d 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service
- f 6) What is the current sales tax rate in your city 7.5%
- 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
- b 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

- 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? California ID
- 15) How many \$20 bills are in a bank band? 100

70%

a 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

a 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

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