


UNITED STATES OF AMERICA PERMANENT RESIDENT

Surname **FERRER GUERRA**
Given Name **MICHEL**
USCIS # **210-047-815** Category **CU6**
Country of Birth **Cuba**
Date of Birth **31 JAN 1980** Sex **M**
Card Expires **06/09/21**
Resident Since **02/23/10**



Texas DRIVER LICENSE USA TX

4d DL **36053064** 9 Class **C**
4e Iss **06/12/2013** 4b Exp **01/31/2020**
3 DOB **01/31/1980**
1 **FERRER GUERRA**
2 **MICHEL**
8 **8102 AMELIA RD #301H**
HOUSTON TX 77056
12 Restrictions **NONE** 9a End **NONE**
16 Hgt **5-05** 15 Sex **M** 1a Eyes **BRO**
5 DD **06211370160112957656**



2016251122512NR

SOCIAL SECURITY

630-21-8457
THIS NUMBER HAS BEEN ESTABLISHED FOR
MICHEL
FERRER GUERRA
SIGNATURE **07/18/2011**
USA



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

First and Last Name: Michel Ferrer
Email: MICHELEFG2013@YAHOO.COM
Phone number: 832 567 4836

Working Experience:

Company Name: CAFE SITOS
Dates of Employment: 2010-2011
Job Responsibility:

- - BUSS BOY
- - WAITER (IN GENERAL)
- - BARTENDER HELPER (COWORKER)
- - ETC

Company Name: CAFE' ESPANA
Dates of Employment: 2011-2012
Job Responsibility:

- - MANAGER
- - WAITER
- - BARTENDER
- - COOK HELPER

Company Name: CORE STAFFING
Dates of Employment: JULY-1-2016 TO NOW
Job Responsibility:

- (DRIVER)
- -
- -
- -

Skills

- - WAITER (BARTENDER)
- - COOK HELPER
- - BILINGUAL (SPANISH, ENGLISH, PORTUGUESE)

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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 Michel Ferrer Guerra Date: 9-7-2016
Home Telephone (832) 567 4836 Other Telephone () _____
Present Address 8102 AMELIA RD
Permanent Address, if different from present address: _____
Email Address MICHELFE2013@YAHOO.COM

EMPLOYMENT DESIRED

Position applying for: banquet server Salary desired: 12 per hours
Are you currently registered with any staffing and/or employment agencies? If so, please list
CORE 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 EDGAR 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? OPEN - IMMEDIATELY

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>8:00AM</u>	<u>6:00PM</u>	<u>6:00PM</u>	<u>6:00PM</u>	<u>6:00PM</u>	<u>6:00PM</u>	<u>8:00AM</u>
PM	<u>ALL DAY</u>	<u>12:00AM</u>	<u>12:00AM</u>	<u>12:00AM</u>	<u>12:00AM</u>	<u>12:00AM</u>	<u>ALL DAY</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u>							

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
He's name is EDGAR, he's a friend, he recommend me this position
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?
FERNANDO RICO	HAUSSON CUBA		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: TRAINING OF SECURITY OFFICER, FORKLIFT DRIVER, COOK HELPER, WAITER, BARTENDER, ARTIST (PAINT) CHESS INSTRUCTOR, BILINGUAL.			

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 CORE STAFFING

Type of Business STAFFING Telephone No. (281) 733 3120 Supervisor's Name FLOR MARTINEZ

Your Position and Duties (DRIVER)...MOVING CARS INSIDE A HILLER FOR SELL AND EXHIBITION OF THOSE CARS.

Dates of Employment: From 7-01-16 To NOW Weekly Pay: Starting 7.50/h Ending 8.50/h

Reason for Leaving: IM STILL WORKING WITH THEM, ONLY TUESDAYS AND THURSDAYS (IN THE MORNING)

Name and Address of Employer CAFOSITO'S

Type of Business RESTAURANT Telephone No. () Supervisor's Name MARIO

Your Position and Duties WAITER, BARTENDER HELPER, BUS BOY, ETC.

Dates of Employment: From 2010 To 2011 Weekly Pay: Starting 7.50/h Ending 11/h

Reason for Leaving: THEY MOVED THE BUSSINESS TO ANOTHER STATE,

Name and Address of Employer CINCO RANCH HOUSTON TX

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Type of Business CAFÉ ESPAÑA
RESTAURANT & BISTRO.
Your Position and Duties ETC.

Telephone No. () Supervisor's Name CARMEN
MANAGER, BARTENDER, COOK HELPER, WAITER

Dates of Employment: From 2011 To 2012 Weekly Pay: Starting 10/h Ending 15/h

Reason for Leaving: They decided to close the business and make another different thing.

Name and Address of Employer EVALUSHION COMPANY,

Type of Business _____ Telephone No. () Supervisor's Name EVA VICTOR
Your Position and Duties DI, ~~COOK~~ CHEF, ARTIST (PAINTER), BARTENDER

Dates of Employment: From 2016 To NOW Weekly Pay: Starting 15/h Ending 15/h

Reason for Leaving: IM STILL WORKING (EVENTUALLY) LESS THAN 20 HOURS A MONTH

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? 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: Fidel Guerra Telephone No. (713) 396 92 75

Address DMRY ~~ST~~ Ashford & Westheimer

Occupation: TRUCK DRIVER Relationship: COUSIN Number of Years Acquainted: WHOLE LIFE

Name: EVA ELIAS Telephone No. (832) 216 2294

Address _____

Occupation: FINANCIAL ADVISOR Relationship: FRIEND Number of Years Acquainted: 6 YEARS

Name: MARTHA ARELYS Telephone No. (281) 564 90 72

Address RODEO SQUARE RD

Occupation: HOUSE ATTENDING Relationship: MOTHER Number of Years Acquainted: ALL LIFE

Please Read Carefully, Initial Each Paragraph and Sign Below

MFG

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.

MFG

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.

MFG

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.

MFG

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.

MFG

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

8-7-2016

Employee Name Michel Ferrer

Date 8-7-2016

Banquet Server Test

1. When serving the main course, the entrée should be placed in what position?
 - a) 6:00
 - b) 3:00
 - c) 9:00

2. When serving food, you should...
 - a) Serve from the right of the guest and clear from the left of the guest
 - b) Serve from the left of the guest and clear from the right of the guest
 - ☒ c) Serve and clear from the right of the guest

3. When pouring beverages, you should...
 - ☒ a) Pour from the right of your guest with your right hand
 - b) Pour from the left of your guest with your right hand
 - c) Pour from the left of your guest with your left hand

4. The handle of the coffee cup should point in what direction?
 - a) 12:00
 - b) 9:00
 - c) 5:00

5. When serving a food course, you should...
 - a) Walk clockwise
 - b) Walk counter-clockwise
 - ☒ c) Serve women first
 - d) Both a & c
 - e) Both b & c

6. At an 8 or 10 top table, each chair should...
 - a) Face the chair directly opposite it
 - b) Face the gap of chairs opposite it
 - c) Leave a gap in case of add-on

7. A chaffing dish should have _____ of water in it.

- a) Enough to cover bottom of pan
- b) 1"
- c) Chaffing dishes do not require water in them

8. If you have a 10 top table, but only 9 plates to serve, you should...

- a) Serve the 9 plates and tell the 10th person their plate will be right out
- b) Wait until you have the 10th plate and serve the whole table
- c) Serve a smaller table

9. When serving the head table at a wedding reception, you should...

- a) Serve the bride then bridesmaids, groom then groomsmen
- b) Serve the first person at the table and work your way around
- c) Serve the bride and groom, then bridesmaids and groomsmen

10. When a banquet has a head table, you should...

- a) Serve your station at the same time
- b) Wait until the head table has been served
- c) Wait until the head table is finished eating, then start on your station

11. If the main entrée is steak and someone requests fish or chicken, you should...

- a) Tell the guest sorry, that only steak is available
- b) Inform the banquet captain/manager immediately after serving that table

12. While serving iced tea to your first three tables, someone requests coffee. You should...

- a) Stop what you are doing and get the guest coffee
- b) Finish serving iced tea to that table, then get coffee
- c) Finish serving iced tea to your entire section, then get coffee

Why? _____

13. If a guest informs you that their steak is not done, you should...

- a) give the plate to your captain and continue serving, checking on status of plate regularly
- b) Inform guest (politely) that their steak was ordered that way and there is nothing you can do
- c) Take the plate to the kitchen yourself and wait for it

- 14.** While setting up a banquet (before the guests arrive), it is acceptable to smoke.
- a) True
 - b) False
 - c) It is never acceptable to smoke, unless you are on a supervisor approved break in a specified smokers area
- 15.** When finished serving (if dinners are left over), it is acceptable to help yourself...
- a) True
 - b) False
- 16.** Before serving dessert, the following item(s) should be removed from the table:
- a) Dinner plates
 - b) Sugar caddies
 - c) B & B's
 - d) A & C only
 - e) All of the above
- 17.** B & B is an abbreviation for what?
-

- 18.** When setting up a function, you should always start at the table closest to the entrance doors and work your way to the back of the room...
- a) True
 - b) False

Why?_____

- 19.** A "Queen" or "Queen Mary" is a ...
- a) Hot box to keep dinners warm
 - b) Stainless steel or sterling silver food holding container on a buffet line
 - c) Three or four tiered rolling cart

- 20.** A sterno is a...
- a) Stainless steel or silver food holding container on a buffet line
 - b) Hockey puck sized can of flammable gel
 - c) Hot box used to keep dinners warm

- 21.** A chaffing dish is a...
- a) Hockey puck sized can of flammable gel
 - b) Three or four tiered rolling cart
 - c) Stainless steel or sterling silver food holding container on a buffet line.
- 22.** When serving the entrée to a table, you should try to...
- a) Carry as many as you are able to speed up service
 - b) Carry one plate at a time
 - c) Carry 2 – 3 at a time
- 23.** If a client asks you to assist in setting the banquet up because of a quick turn around, you should...
- a) Inform the client you were sent as a server only, set up is not included
 - b) Assist the client in setting up the banquet, but inform the office the next day
- 24.** The point of the dessert (assuming there is one) should be placed pointing where?
- a) 6:00
 - b) 12:00
 - c) 3:00
 - d) 9:00
- 25.** The cutting blade of a table knife should always be...
- a) Facing away from the place setting
 - b) Facing the place setting
 - c) Next to the fork
- 26.** The water goblet should be placed...
- a) Over the point of the knife
 - b) Over the fork
 - c) In the center of the place setting
- 27.** At a 7 or 9 top table each chair should face...
- a) The chair directly opposite it
 - b) The gap between the two chairs opposite it
 - c) Leave a space for an add-on
- 28.** The forks are on which side of the place setting?
- a) right
 - b) left

29. You should always request a copy of the Banquet Event Order (B.E.O.) or Catering order for the party that you are working because...

- a) The menu selection is listed there
- b) The time line of the party is listed there
- c) The name of the group or event is listed there
- d) All of the above

30. When clearing, you should walk...

- a) Clockwise
- b) Counter-clockwise

31. It is sometimes acceptable to break service standard in order not to disturb a guest.

- a) True
- b) False

Give an example _____

32. When pouring wine, you should...

- a) fill the glass all the way
- b) fill the glass half way
- c) fill the glass about 2/3

33. When pouring a champagne toast, you should...

- a) Pour until bubbles reach top of glass and stop
- b) Pour until bubbles reach top, pause, then continue
- c) Pour slowly to avoid bubbles

34. If a client asks you for a phone number for an "on-call list", you should...

- a) Give it to them
- b) Inform them you can only be contacted through office and you could lose your job otherwise
- c) Inform the office the next day
- d) A & C
- e) B & C
- f) All of the above

35. The following will result in your voluntary termination...

- a) No call no show for your scheduled assignment
- b) Soliciting employment from our client
- c) Confronting a Majesty client
- d) A & C only
- e) All of the above

36. The following is a proper uniform for a 5 star Majesty banquet server....

- a) Black slacks, white tuxedo shirt
- b) New black jeans, white dress shirt
- c) Black tuxedo pants, white tuxedo shirt, black bow tie, black vest

37. If a banquet event is going longer than you were scheduled, you should...

- a) grab your things and leave
- b) approach supervisor and request to leave
- c) work until event is finished and let office know the next day

FILL IN THE BLANKS

Behaving	Help	Speed
Lids	Service	Nice
Presentable	Clean	Dry
Communication		

38. Good _____ is not having to say "I'm sorry" to a guest.

39. Covers are plastic or metal _____ that fit over the dinner plate.

40. Look to see if you can _____ a teammate you see behind.

41. Dress up means to make something _____ and _____.

42. Always _____ and _____ plates for buffet table.

43. Attitude is a way of thinking and _____.

44. In today's workplace, _____ has become more a part of service than ever before.

45. _____ between team members is vital to how the team performs.

Interview Note Sheet

Applicant Information	
Name: <u>Michel Ferrer Guerra</u>	Interviewer: <u>Arlemy Diaz</u>
Date: <u>9/7/16</u>	Rate of Pay:
Position (s) Applied for: <u>Banquet Server</u>	Referred by: <u>Edgar</u>

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

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

Relevant Experience & Summary of Strengths
<p>Spain - 20 yrs. Total of <u>20</u> in Food Service/Hospitality</p> <p>restaurants - waiter, bartender, banquets.</p> <p>prep cook, line cook, dishwasher.</p> <p>2 yrs in houston working at various restaurants.</p> <ul style="list-style-type: none"> - busser - prep cook - line cook - dishwasher. <p>P.O.S. Experience: Y / N details: _____</p>

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> 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 <u>Houston</u>

Certifications (if any)
TIPS Serv-Safe LEAD Other <u>TABC - he had one</u> Will Submit

Availability
<input checked="" type="radio"/> Open AM only PM only Weekdays only Weekends only
Details: <u>He is available as long as we ask him a day before</u>

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: <u>Black shirt</u>

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