

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

## 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 Ivy C. Brown Date: 11-3-2016  
Home Telephone (936) 730-8585 Other Telephone ( ) SAME  
Present Address 1010 SUN PRAIRIE DR. Apt 1601 Houston TX Zip 77090  
Permanent Address, if different from present address: SAME AS ABOVE  
Email Address Ivy2dink18@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: FOOD SERVICE / Any position AVAILABLE Salary desired: \$10.00 +  
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 CARLISIA KNUDSEN 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? ASAP TODAY  
11-3-2016 11-4/2016

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.

<u>SPECIFY HOURS AVAILABLE DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	Open Shift						
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

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 <u>Brown Township High School</u>	CITY & STATE <u>Chicago Ill</u>	GRADE OR DEGREE COMPLETED <u>Diploma</u>	DID YOU GRADUATE? <u>Yes</u>
Do you have any special licenses, certificates or special training? If so please list under "Special". <u>TRAIN By the Credit Women of Chicago</u>		YES <u>YES</u>	NO <u>NO</u>
Are you computer literate? If so, list software knowledge under "Special". <u>IBM, CRT, MS, WINDOW 3.1, MS WORD</u>		YES <u>YES</u>	NO <u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special".		YES <u>YES</u>	NO <u>NO</u>
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".		<u>2 years Credit Collection Exp</u>	
Special: <u>Credit Bureau, Food Service, Cashier, Customer Service</u>			

## 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 <u>Denny's Rest</u>	Type of Business <u>Restaurant</u>	Telephone No. <u>73 758-7103</u>	Supervisor's Name <u>Mr. Jeff Williams</u>
Your Position and Duties <u>Responsible for Serving - Customers Taking Orders AND Cleaning the Area</u>			
Dates of Employment: From <u>10-8-14</u> To <u>11-16-15</u>		Weekly Pay: Starting <u>10.00</u> Ending <u>12.00</u>	
Reason for Leaving: <u>Business slow at Time</u>			
Name and Address of Employer <u>POP EYES Chicken</u>	Type of Business <u>Restaurant</u>	Telephone No. <u>( )</u>	Supervisor's Name <u></u>
Your Position and Duties <u>Responsible for Taking Orders - Cleaning the Lobby</u>			
Dates of Employment: From <u>11-3-08</u> To <u>9/30/14</u>		Weekly Pay: Starting <u>10.00</u> Ending <u>11.00</u>	
Reason for Leaving: <u>Move closer to Employment</u>			
Name and Address of Employer <u>Atty Fred Kelly</u>			

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Type of Business

Atty Collected

Telephone No. ( )

Supervisor's Name

Your Position and Duties

Responsible For Collection on Past Due  
Retail Bank Card Accounts - NSF Check Self Pay  
Medical Acct Portfolio

Dates of Employment: From

12/10/01

To 11/3/08

Weekly Pay: Starting

12.00 hr

Ending

14.00 hr

Reason for Leaving:

Atty Past of Lung Cancer

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?  
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: Billie Lucious

Telephone No. (708) 741-8600

Address: 100' Kind N. Main Bldg

Occupation: Re Supervisor Relationship:

Number of Years Acquainted:

Name: DANIEL BROWN

Telephone No. (832) 735-4601

Address: 8506 MAIN STREET

Occupation: Manager Relationship:

Number of Years Acquainted:

Name:

Telephone No. ( )

Address:

Occupation:

Relationship:

Number of Years Acquainted:

**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.

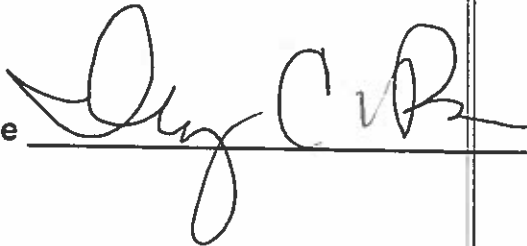
\_\_\_\_\_ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local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

11-3-2016

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

First and Last Name: Ivy Brown  
Email: Ivyzdink18@YAHO.COM  
Phone number: 936-730-8585

## Working Experience:

Company Name: Denny's Rest  
Dates of Employment: 10-8-14-11-10-15

Job Responsibility: Responsible For Serving  
• Customers - Taking Orders  
• AND Cleaning the Area  
•

Company Name: POP EYES  
Dates of Employment: 11/3/08 - 9/30-14

Job Responsibility:  
• Responsible For Taking Orders  
• Cleaning the Lobby  
•

Company Name: Atty Fred Kelly  
Dates of Employment: 12/10/01 - 11/30/08

Job Responsibility: Responsible For Collecting  
• on Post Due, Retail Bank  
• Cash Accounts - NSF Checks  
• Self Pay Medical Acct Port Folio

## Skills

- Credit & Collection Exp
- Food Service Experience
- CASHIER Experience
- Cleaning & Prep the Food Area
- For Cleaning rest Standards

Hot Temperature  
35's ABOVE

COLD Temp 41's  
Below For COLD  
Food Items

Ivy Brown

**Dishwasher Test**

9/10

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

X 2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

A 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

a 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

a 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

a 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

a 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

## Interview Note Sheet

### Applicant Information

Name: <u>Ivy Brown</u>	Interviewer: <u>Griffin Long</u>
Date: <u>11/3/2016</u>	Rate of Pay: <u>10</u>
Position (s) Applied for: <u>Dishwasher</u>	Referred by: _____

### Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

### Seeking:

☒ Full-Time

☐ Part-Time

### Relevant Experience & Summary of Strengths

Total of 8 in Food Service/Hospitality

- Cashier
- food runner
- server

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

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: