

# Acrobat

outsourcing

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

First and Last Name: REED  
Email: NATHALINRAED390@GMAIL.COM  
Phone number: 713-585-6649

Working Experience:

Company Name: Rock n Hair

Dates of Employment: 8-11-2009

Job Responsibility:

- Helping People
- Cutting Hair
- 
- 

Company Name: Soultre Sister

Dates of Employment: 7-20-1999

Job Responsibility:

- Shampooing Hair
- 
- 
- 

Company Name: T-Shirt Shop

Dates of Employment: 2011-2016

Job Responsibility:

- Making T-Shirts
- Taking Orders
- 
- 

Skills

- Barber Shop
- Meat Cutting
- Painting
-

## Interview Note Sheet

### Applicant Information

Name:	Nathleen Reed	Interviewer:	Connie
Date:	11/15/16	Rate of Pay:	
Position (s) Applied for:	Open	Referred by:	Nicholas

### 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 2 years in Food Service/Hospitality

has FHC & TABC

like to work with people

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	Foothills & Baywood

### Certifications (if any)

TiPS       Serv-Safe      LEAD      Other TABC      Will Submit

### Availability

Open      AM only      PM only      Weekdays only      Weekends only

Details: Sun Mon ~~Tues~~ Open available TUE-SAT after 6pm

### Uniforms Owned:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
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Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie	Other:
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Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

**Cashier Test**

Score **11** / 15

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00**
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00**

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25**

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 \_\_\_\_\_?

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?

$$\begin{array}{r} 90 \\ 79 \\ \hline 169 \end{array}$$

- a) \$4.06
- b) \$2.06
- c) \$7.06**
- d) \$5.06

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

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

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

**Cashier Test**

**Score** / 15

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

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? DL ID

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



## Employment Application

B1B-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 Nathaleen Reed Date: 11-15-2016  
Home Telephone (713) 585-6649 Other Telephone ( ) SAME  
Present Address 6727 Winton  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Nathaleen Reed 390 Gmail.com

### EMPLOYMENT DESIRED

Position applying for: Anything Bartender Bartut 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 ✓ No        Part-time work? Yes ✓ No         
Temporary work, e.g., summer or holiday work? Yes ✓ No        From:        To: OPEN  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral  Name of Referral Nicole 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? Today

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 <u>DAILY</u>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>Open</u>	<u>Open</u>					
PM	<u>Open</u>						

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  
friend Nicole

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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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 <u>GRANIE Voc High School</u>	CITY & STATE <u>CHICAGO ILL</u>	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE? <u>GGD</u>
Do you have any special licenses, certificates or special training? If so, please list under "Special".			
<input checked="" type="radio"/> YES <input type="radio"/> NO			
Are you computer literate? If so, list software knowledge under "Special."			
<input checked="" type="radio"/> YES <input type="radio"/> NO			
Are you proficient with Point of Sales Systems? If so, please list which ones under "Special."			
<input checked="" type="radio"/> YES <input type="radio"/> 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 <input type="radio"/> NO			
Special:			

### **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?

**Name and Address of Employer**

Type of Business Barber Shop Telephone No. (735) 585-6649 Supervisor's Name Chicago  
Your Position and Duties Barber 5th Street Cct Hair

Dates of Employment: From    To    Weekly Pay: Starting 100 Ending 200

Reason for Leaving: \_\_\_\_\_

**Name and Address of Employer** \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

dates of Employment: 7/1/2015 - 7/1/2015

ates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Telephone No. (      )

Type of Business \_\_\_\_\_

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? 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: Neeta Marki Mills

Telephone No. (713) 418-9926

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Number of Years Acquainted: 20

Name: KAYLA Robertson

Telephone No. (713) 418-5941

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Number of Years Acquainted: 20

Name: Roslyn

Telephone No. (832) 962-0596

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Number of Years Acquainted: 1

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

*NP*  
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.

*NP*  
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.

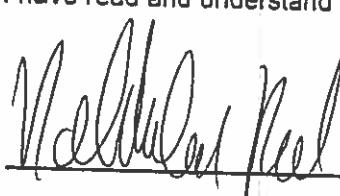
*NP*  
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

*NP*  
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.

*NP*  
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

11-15-2016