

## Interview Note Sheet

### Applicant Information

Name: Briana Talford

Interviewer: Griffin Long

Date: 11/18/2016

Rate of Pay: 10

Position (s) Applied for:

Referred by:

Server

### 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 4 in Food Service/Hospitality

- Server
- Banquet experience
- School Monday / Wednes

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

San Jose

South San Jose

SJ Peninsula

Outer East Bay

Houston

### Certifications (if any)

TiPS

Serv-Safe

LEAD

Other

Table

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:

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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 Briana Talford Date: 11/18/16  
Home Telephone (832) 651-4921 Other Telephone ( )  
Present Address 770 N Eldridge Pkwy #350 Houston, TX 77079  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address talford.briana@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Open

Salary desired: Open

Are you currently registered with any staffing and/or employment agencies? If so, please list  
N/A

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 all in proper name of source):  
Referral  Name of Referral Kelvin Woods 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? 11/21/16

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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
PM	<input checked="" type="checkbox"/>						

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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Klein Forest High School	Houston, TX		
UTSA	San Antonio, TX		
Do you have any special licenses, certificates or special training? If so please list under "Special".			
Are you computer literate? If so, list software knowledge under "Special".			
Are you proficient with Point of Sales Systems? If so please list which ones under "Special".			
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".			
Special: CPR certification			

## 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 Securitas Security Company (Houston, TX)

Type of Business Security Telephone No. (281) 870-3550 Supervisor's Name Will King

Your Position and Duties Fix Officer

Dates of Employment: From April To Current Weekly Pay: Starting \$11.00 Ending \$11.50

Reason for Leaving: Current

Name and Address of Employer Brio Tuscan Grille Italian Rest. (San Antonio, TX)

Type of Business Food Industry Telephone No. ( ) Supervisor's Name Chris Match

Your Position and Duties Server

Dates of Employment: From Jan 2014 To Nov 2015 Weekly Pay: Starting \$4.13 Ending \$4.13

Reason for Leaving: Moved to Houston

Name and Address of Employer Buffalo Wild Wings (San Antonio, TX)

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Type of Business

Food Industry

Telephone No. ( )

Supervisor's Name

Your Position and Duties

Server / Host

To Go orders

William

Dates of Employment: From

Aug 2013 Jan 2014

Weekly Pay: Starting

\$13.13

Ending

\$18.25

Reason for Leaving:

Moved; found better job

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:

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: Gary Wade

Telephone No. (210) 357-9281

Address

Occupation: Manager @ Scarborough

Relationship: Manager

Number of Years Acquainted: 2

Name: Jude Rose Manci

Telephone No. (832) 659-2713

Address

Occupation: Manager @ Woodcrest

Relationship: Manager

Number of Years Acquainted: 4+

Name: Giselle Rijo

Telephone No. (832) 818-7397

Address

Occupation:

Relationship: Manager

Number of Years Acquainted: 3

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Please Read Carefully, Initial Each Paragraph and Sign Below

*[Initials]*  
I hereby certify that I have not knowingly withheld any information that might adversely affect my chances of 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.

*[Initials]*  
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.

*[Initials]*  
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.

*[Initials]*  
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.

*[Initials]*  
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

*[Signature]* Date 11/18/16

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

First and Last Name: Briana Talford  
Email: talford.briana@yahoo.com  
Phone number: 832 651 4981

### Working Experience:

Company Name: Brio Tuscan grille Italian Rest.

Dates of Employment: Jan 2014 - Nov 2015

Job Responsibility:

- Know menu well
- Take orders in timely manner with multitasking skills
- Alchohol knowledge , Banquets

Company Name: Buffalo Wild Wings

Dates of Employment: Aug 2013 - Jan 2014

Job Responsibility:

- Customer service skills
- Taking orders
- Menu knowledge

Company Name:

Dates of Employment:

Job Responsibility:

- 
- 
- 
- 
- 

### Skills

- Familiarity with POS
- Active and steady worker
- Team player with the ability to handle high intense situations.

Knowledge with upselling comfortably

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**Servers Test**

**Multiple Choice**

6 1) Food is served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

B 2) Drinks are served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

B 3) Food and drinks are removed on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

A 4) What part of a glass should you handle at all times?  
 a) The stem  
 b) The widest part of the glass  
 c) The top

D 5) When you are setting a dining room how should you set up your tablecloths?  
 a) Neatly and evenly across the tables  
 b) The creases should all be going in the same directions  
 c) The chairs should be centered and gently touching the table cloth  
 d) All of the above

D 6) If you bring the wrong entrée to a guest what should you do?  
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
 b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served  
 c) Try to convince the guests to eat what you brought them  
 d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

B Scullery  
G Queen Mary  
A Chaffing Dish  
D French Passing  
B Russian Service  
F Corkscrew  
C Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water

B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

C. Used to hold a large tray on the dining floor

D. Area for dirty dishware and glasses

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F. Used to open bottles of wine

G. Style of dining in which the courses come out one at a time