

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 JANICE A STEWART

Date: 12/1/2016

Home Telephone 816-940-2153

Other Telephone ()

Present Address P.O. Box 38009

Permanent Address, if different from present address:

Email Address KAREN.MONGUE23@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Cashier / Server Food Worker/Kitchen prep Salary desired: 11.50

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 Shalonda Kunita 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? _____

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>8:00</u>	<u>8:00</u>	<u>11:00</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00 pm</u>
PM	<u>5pm</u>	<u>5:00</u>	<u>10pm</u>	<u>5:00pm</u>	<u>4:00</u>	<u>4:00</u>	<u>4:00 pm</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 _____

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?
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:			
<input checked="" type="radio"/> YES <input type="radio"/> YES <input type="radio"/> YES <input type="radio"/> YES <input checked="" type="radio"/> NO			

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 International Acquisitions

Type of Business Acquisition Telephone No. (207) 999-5800 Supervisor's Name John

Your Position and Duties Cleaning Outside the planes

Dates of Employment: From 10/18 To 12/1/2016 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: Still employed

Name and Address of Employer Mc Donald's

Type of Business Mc Donald's Telephone No. 837-984-1141 Supervisor's Name Brandi

Your Position and Duties Training new employees, Supervisor Managers.

Dates of Employment: From 5/2010 To 11/21/2015 Weekly Pay: Starting 8.25 Ending 11.75

Reason for Leaving: Got better opportunity for another job.

Name and Address of Employer Chachos Mexican Restaurant

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Type of Business

Restaurant

Telephone No. (

)

Your Position and Duties

Cashier/Line Cook

Supervisor's Name

John Bent

Dates of Employment: From 1/21/2010 To 11/8/2010 Weekly Pay: Starting 12.00 Ending 12.00

Reason for Leaving: Find A Better Job

Name and Address of Employer 410 Main

Type of Business Healthcare products Telephone No. (832) 948-8755

Your Position and Duties MAKE record of care condition and progress of patient. Supervisor's Name Mrs. Brown

Dates of Employment: From 2/5/2010 To 3/10/2011 Weekly Pay: Starting 11.00 Ending 11.60

Reason for Leaving: NOT promoted at my first job since 02/01/10

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: Shalonda Priester Telephone No. 3510, 757-3550
Address: 9001 West Montgomery Rd Apt 129

Occupation: Manager for Piggy Bank Relationship: Ex-Coworker Number of Years Acquainted: 9 years.

Name: Charity Lentier Telephone No. 832, 508-8047
Address: 2110 Paragage driv Apt 4209

Occupation: Manager at Sams Relationship: Ex-Coworker Number of Years Acquainted: 12 years

Name: Ashley Cooper Telephone No. 71, 948-1621
Address: Kumbly

Occupation: Manager at Walmart Relationship: Ex-Coworker Number of Years Acquainted: 10 years.



Please Read Carefully, Initial Each Paragraph and Sign Below

J.S.

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.

J.S.

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.

J.S.

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.

J.S.

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.

J.S.

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

Cashier Test

Score **9** / 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?

- 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

3.75
1.25
2.50
3.25
+ 3.25

10.50

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?

Driver's license

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

20

Interview Note Sheet

Applicant Information

Name: Julie Stewart
 Date: 12/1/16
 Position (s) Applied for: Cashiering, housekeeping, serving

Interviewer: Connie

Rate of Pay:

Referred by: Shelonda Ruster

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 19

in Food Service/Hospitality

Worked at airport overnight 9-5am

Worked at Chicos as line server

Housekeeping

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

North Side

Certifications (if any)

TiPS

Serv-Safe

LEAD

Other

managers certificate

will submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

NO Sundays

after 8pm

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:

Jalicia M Stewart

4700 Wenda Street

Contact number: 832-940-8153

Email: varner.monique23@yahoo.com

Objectives:

Asurion**Houston, TX**o **Customer service representative**

08/2011-

06/2012

- Respond to telephone inquiries, providing quality service to customers and associates inquiring about the availability of products or status of orders.
- Listen attentively to caller needs to ensure a positive customer experience.
- Access electronic and paper cataloging systems to look up product information and availability
- Strive for quick complaint resolution; commended by supervisor for the ability to resolve problems on the first call and avoid escalation of issues.
- Excel within a service-oriented company, demonstrating a talent for communicating effectively with customers from diverse backgrounds

o **Goodwill****Houston, TX**

- o Cashier/ deal with credit card and cash transactions
- 01/2010-03/2011
- o Deal with customer Services
- o Open and close the store

Health care provider :**Houston, TX**

- Responsible for giving health care to the aged and disabled patients under the direction of physician and supervisor.
- Helped patients to move from one place to another.
- Make record of care, condition and progress of patient.
- Also responsible for cleaning the quarters of patient.

Skills & Training:

- Computerized Business Applications: Word, Excel, Access, and PowerPoint
- Management Course (business Operations): Time, Temperature, Food
- Customer Relations Management Course: How to deal with people, Personalities, and Attitudes
- Core Class in Management: How to operate equipment and how business really works
- Effective Management Practice: Learning how to become a

great effective manager.

- Leadership, Team Building, Developing Employees, Planning, Service Excellence, Product and Equipment Excellence. (Directing, coaching, counseling, empowering), (Team goals, how roles work together, getting people to work together effectively in team, and day -to -day work), (developing employee commitment, providing effective supervision, and plans to developing managers), (Assessing opportunities in the area of QSC&V, Profit, People< and Sales, Developing Goals, Objectives, and Action Plan), (Leading the restaurant in developing the 10 Key success factors of service), Maintaining restaurant equipment).
- Job Crop Business technology class, and I receive my GED
- Education: Forest Brook High School Houston, TX
- Receive My High School Diploma

Reference :

**Katherine
Porter(General Manager
McDonalds)**

**Ashley Cooper
(Wal-Mart Asset Protection)**

Phone:346-256-3242 Email:Kpnicole95@yahoo.com