

Interview Note Sheet

Applicant Information

Name: Esmeralda Rubianes

Date: 12/16/16

Position (s) Applied for:

banquet server

Interviewer: Ceteny Diaz

Rate of Pay:

Referred by:

Test Scores

Job	Score	%	Job	Score	%
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

She can't work on Tuesday after 5pm.
no sundays because of church

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

TABC

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

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 Esalena Marie Rubianes Date: 12/6/10
Home Telephone (209) 938 8643 Other Telephone (
Present Address 7731 Tiburon Trail, Sugar Land, TX 77479
Permanent Address, if different from present address: _____
Email Address Esalenar@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$12/hour and above
Are you currently registered with any staffing and/or employment agencies? If so, please list:
Arch Hospitality 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 Luis 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? 10/6/11

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>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 _____

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? _____

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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?
Delta College	Stockton, CA	Som College	No
Venture Academy	Stockton, CA	High School Diploma	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:			
Salty & Food Handler, TABC			

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 Arch Hospitality Staffing
 Type of Business _____
 Your Position and Duties Server
 Telephone No. (281) 631 5900
 Supervisor's Name Gabby

Dates of Employment: From 10/30/16 To present
 Reason for Leaving still employed

Weekly Pay: Starting _____ Ending _____

Name and Address of Employer Quick Flight Services
 Type of Business _____
 Your Position and Duties Aviation + customer service

Telephone No. ()
 Supervisor's Name _____

Dates of Employment: From 3/16 To 10/16
 Reason for Leaving relocation

Weekly Pay: Starting _____ Ending _____

Name and Address of Employer TAH Airport Massage Envy SW Envy, sugarland
 Type of Business _____
 Your Position and Duties _____

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Telephone No. ()

Supervisor's Name

Type of Business _____

Your Position and Duties _____

Dates of Employment: From 8/15 To 8/16

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: relocation

Name and Address of Employer

Childrens Home of Stockton, stockton, CA

Type of Business _____

Telephone No. ()

Your Position and Duties _____

Group Home Staff

Supervisor's Name _____

Dates of Employment: From 8/14 To 7/15

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: relocation

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: Bobby

Telephone No. (281) 631 5900

Address: Katy Fwy, Houston, Tx

Occupation: Front Desk

Relationship: supervisor

Number of Years Acquainted: 71

Name: Managing Polaneo

Telephone No. (281) 633 9500

Address: 19760 SW Fwy, sugar land, Tx

Occupation: Front Desk

Relationship: Manager

Number of Years Acquainted: 1

Name: Sharla Odeo

Telephone No. (209) 952-0700

Address: Trinity Pkwy, stockton, CA

Occupation: Retail

Relationship: Manager

Number of Years Acquainted: 8



Please Read Carefully, Initial Each Paragraph and Sign Below

DR 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.

DR 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.

DR 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.

DR 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.

DR 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.

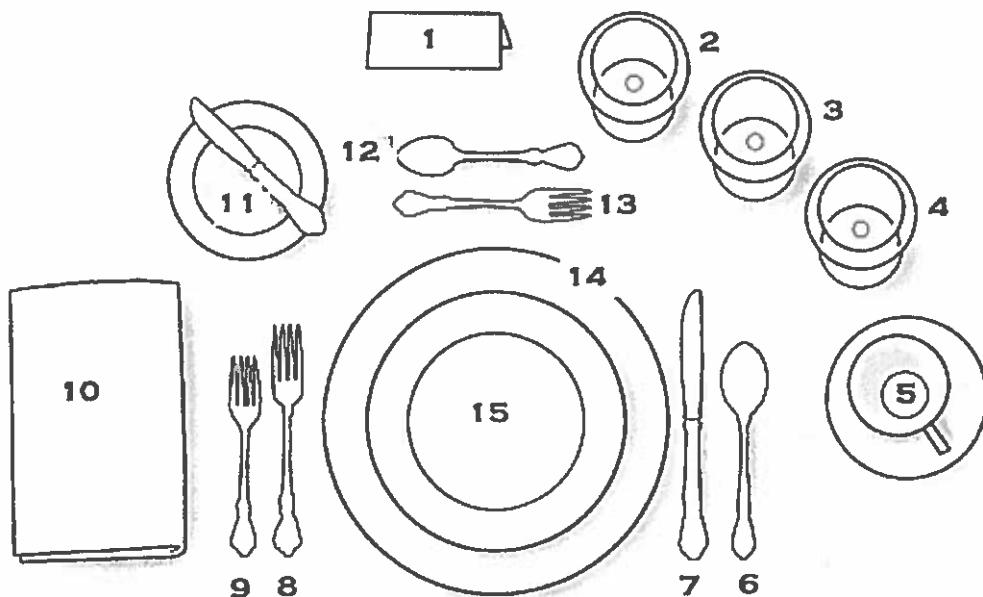
I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

Date

12/10/16

Servers Test



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>3</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>16</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>4</u>	Wine Glass (White)
<u>2</u>	Water Glass		

Fill in the Blank

1. The utensils are placed 1 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cream + sugar.
3. Synchronized service is when: multiple persons are being served at a table, same time.
4. What is generally indicated on the name placard other than the name? table number.
5. The Protein on a plate is typically served at what hour on the clock? 12 o'clock.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? put in the order, verify it is available.

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

First and Last Name: Esalena Rubiano
Email: Esalena.r@gmail.com
Phone number: 209 938 8643

Working Experience:

Company Name: Arch Hospitality staffing
Dates of Employment: 10/30 - present
Job Responsibility:

- -
- -
- -
- -

Company Name: Quick Flight Service
Dates of Employment: 3/16 - 10/29/10
Job Responsibility:

- - Aviation + customer service
- -
- -
- -

Company Name: Massage Envy
Dates of Employment: 8/15 - 3/16
Job Responsibility:

- - Receptionist
- -
- -
- -

Skills

- - Sales, customer service
- - Serving
- -