

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 Jemarie McClelan Date: 2/7/2017
 Home Telephone (832) 992-9927 Other Telephone () N/A
 Present Address 6302 Reed Rd
 Permanent Address, if different from present address: N/A
 Email Address McClelanyjanie@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Open Prep Cook, Dishwasher, Warehouse Salary desired: Open
 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 and fill in proper name of source)

Referral Name of Referral N/A 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? 2/8/2017

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY							
AM							
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? N/A

Do you have friends or relatives working for Acrobat Outsourcing? Yes No If yes, please state name and relationship

N/A

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 N/A. 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.)

N/A

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?
Phillis Wheatley	Houston Texas	12	Yes
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:			

Highly Skilled in Computers 45wpm, TABC, Food Handler
Forklift 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 Memorial Hermann (Shipping) 1200 Fannin
Type of Business Food Service Telephone No. (281) 444-1234 Supervisor's Name Jessica

Your Position and Duties Take Food to Patients, Assist Master Chef, Wash Dishes, Work Register at the Cafe When needed Weekly Pay Starting 10.00 Ending 10.00
Dates of Employment: From 7/16 To 12/16

Reason for Leaving Temp Assignment

Name and Address of Employer Rick
Type of Business Scanning Telephone No. (713) 250-3639 Supervisor's Name Jaye Lowe
Your Position and Duties Dry Maitning, Warehouse Register

Dates of Employment: From 05/15 To 7/16 Weekly Pay Starting 10.00 Ending 10.00
Reason for Leaving Went out of Business at Location

Name and Address of Employer

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Telephone No. ()

Supervisor's Name _____

Type of Business _____

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 _____

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: N/AYes 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: Jessica OsborneTelephone No. (832) 791-9258Address: 2419 Sam WilsonOccupation: SecurityRelationship: FriendNumber of Years Acquainted: 20Name: Larry RichardsonTelephone No. (832) 893-4624Address: 5602 NicholsOccupation: WarehouseRelationship: FriendNumber of Years Acquainted: 25Name: Maria GrayTelephone No. (713) 675-8904Address: 3510 SakowitzOccupation: Forklift DriverRelationship: FriendNumber of Years Acquainted: 18

Please Read Carefully, Initial Each Paragraph and Sign Below

J.M. 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.

J.M. 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.

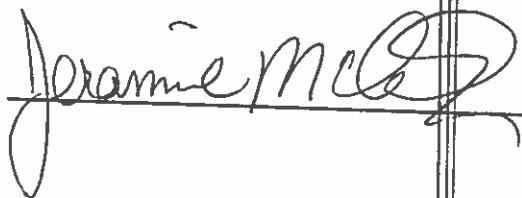
J.M. I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

J.M. 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.M. 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

2/8/17

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

First and Last Name: Jeramie McClelan
Email: McClelan.jeramie@yahoo.com
Phone number: (415) 992-9929

Working Experience:

Company Name: Memorial Hermann (Sitka)
Dates of Employment: July 2010 - December 2016
Job Responsibility: Food Service Worker

- Deliver Food to patients
- Assist Nurses
- Help Prepare Food
- Assist Chef

Company Name: Ricoh
Dates of Employment: May 2015 - July 2016
Job Responsibility:

Dry Mounting
Customer Service
Laminating, Packaging
Shipping & Receiving
Company Name: RRC Documents
Dates of Employment: June 2014 to May 2015
Job Responsibility:

Scanning
Shipping & Receiving
Pulling Orders
Taking Orders

Skills

- TABC
- Food Handlers Certification
- Forklift Certified
- Fast Learner
- Always on time

Multiple Choice (1 point each)

D

1) A gallon is equal to ____ounces

- a. 56
- b. 145
- c. 32
- d. 128

C

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B

3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

B

4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

A

5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

C

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A

7) What Is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

A

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

Prep Cooks Test

C 9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

A 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

B 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

D 12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

C 13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

C 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

B 15) Which spoon is used to remove fat from soups and stews?

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

C 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

Prep Cooks Test

A

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

A

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Proportion: to cut into very small pieces when uniformity of size and shape is not important.

Interview Note Sheet

Applicant Information

Name: <u>Jerome McLean</u>	Interviewer: <u>Carrie Powell</u>
Date: <u>8/8/17</u>	Rate of Pay:
Position(s) Applied for: <u>Tea/line</u> <u>Warehouse, Prep cook, Ashwarming, Utility</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 145 in Food Service/Hospitality

Fast learner

prompt

like working with people

self motivated

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

With East

Certifications (if any)

TiPS

Serv-Safe

LEAD

Other

TABC

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: