

Employment Application

816-501-8067

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 LEONA TEARGIN Date: 4.5.2017
 Home Telephone (415) 966-9648 Other Telephone () _____
 Present Address 111 TAYLOR ST., S.F., CA 94102
 Permanent Address, if different from present address: _____
 Email Address L.TEARGIN103@GMAIL.COM

EMPLOYMENT DESIRED

Position applying for: KITCHEN/REP COOK Salary desired: \$16/HR.

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 HOSPITALITY US 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? IMMEDIATELY

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		9AM	9A	9A	9A	9A	9A
PM		9P	9P	9P	9P	9P	9P

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 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 _____

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

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
CONTRA COSTA COLLEGE	RICHMOND, CA	A.S.	YES
CHIEFS PROGRAM	S.F., CA	CULINARY CERTIFICATE	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: WORD, EXCEL, AND POWER POINT; CULINARY CERTIFICATE & FOOD HANDLERS CARD			

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: TREASURE ISLAND JOB CORPS CTR. (TIJCC)

Education
Type of Business & TRAINING Telephone No. (415) 277-2400 Supervisor's Name THEO FOREMAN

Your Position and Duties DORM SUPERVISOR. SUPERVISED STAFF OF 5 AND 82 STUDENTS. ENSURED DORMS FUNCTIONED SAFELY & PROPERLY

Dates of Employment: From 5/09 To 6/14 Weekly Pay: Starting 19.00 Ending \$22.00

Reason for Leaving: RELOCATED

Name and Address of Employer: TIJCC

Education
Type of Business & TRAINING Telephone No. (415) 277-2700 Supervisor's Name LISSA MORAN

Your Position and Duties HR GENERALIST - ENSURED HR DEPARTMENT RUN SMOOTHLY.

Dates of Employment: From 10/2003 To 5/2009 Weekly Pay: Starting 16.00 Ending \$19.00

Reason for Leaving: PROMOTED

Name and Address of Employer: TIJCC

Type of Business EDUCATION Telephone No. (415) 277-2400 Supervisor's Name TERESA THOMAS
Your Position and Duties CHA/MEDICAL ASSISTANT - OPERATED
FRONT DESK OF MEDICAL CLINIC.

Dates of Employment: From 10/2000 To 10/2003 Weekly Pay: Starting \$12.00 Ending \$15.00

Reason for Leaving: PROMOTED

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.

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No ✓
If so, describe: _____

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: CHEF PROBE SANDERS Telephone No. (415) 487-3300 x 6117

Address 705 NATOMA ST., S.F., CA, 94103

Occupation: PROGRAM MANAGER Relationship: PROFESSIONAL Number of Years Acquainted: 1

Name: CHEF CORINA BEASLEY Telephone No. (415) 487-3300 x 6120

Address 705 NATOMA ST., S.F., CA, 94103

Occupation: INSTRUCTOR Relationship: INSTRUCTOR Number of Years Acquainted: 1

Name: DR. KATHRYN BENTON Telephone No. (415) 487-3300 x 1102

Address 145 8TH ST., S.F., CA 94103

Occupation: SUPPORT SERVICES MGR Relationship: PROFESSIONAL Number of Years Acquainted: 1

Please Read Carefully, Initial Each Paragraph and Sign Below

L.y. 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.

L.y. 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.

L.y. 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.

L.y. 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.

L.y. 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 Luma J. Garcia Date 4.5.2017

Multiple Choice (1 point each)

75%

- D 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - ☒ d. 128
- a 2) Mesclun are what type of vegetable?
- ☒ a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- a 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 blanch 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

C 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

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

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

b 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

- b 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) Mince: to cut into very small pieces when uniformity of size and shape is not important.

