

Acrobat

outsourcing

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

First and Last Name: Jennifer Bell
Email: gjbb@yahoo.com
Phone number: 281 - 812 - 3559

Working Experience:

Company Name: The Four Seasons

Dates of Employment: 2004 - 2006

Job Responsibility:

- banquet server
- banquet bartender
- all service aspects of high end service for large banquets
- for high end clientele

Company Name: Star Bar

Dates of Employment: 1995 - 1999

Job Responsibility:

- serving and bartending at a high end martini bar
- light mgmt
-
-

Company Name: Top of the Marc

Dates of Employment: 1991 - 1995

Job Responsibility:

- server and bartending at a high end jazz venue
- light mgmt
-
-

Skills

- high end high volume bartending
- fine dining service
- weddings and receptions
- formal catering service
- knowledge of fine wines and gourmet cuisine

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Employment Application

816-501-0067

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 Jennifer Bell Date: 04/04/17
 Home Telephone (281) 812-3551 Other Telephone (832) 527-8665
 Present Address 2015 Southern Pines Dr. Kingwood Tx, 77339
 Permanent Address, if different from present address: _____
 Email Address 9jbb@yahoo.com

EMPLOYMENT DESIRED

Position applying for: server/bartender Salary desired: flexible

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

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 Jeff Wenzl 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 | | | | | | | |
| 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? _____

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

friend & Jeffrey Wenzl

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? |
|--|---------------|---------------------------|-------------------|
| Duchess Academy | Houston Texas | 12th | 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: tabc certified and food handler's permit | | | |

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 FOUR SEASONS, AUSTIN TEXAS

Type of Business hotel Telephone No. () Supervisor's Name

Your Position and Duties Banquet server, bartender for large banquets and formal events, serving high end clientele

Dates of Employment: From 2004 To 2006 Weekly Pay: Starting 18+ hourly Ending same

Reason for Leaving: I left the area

Name and Address of Employer Star Bar

Type of Business nightclub Telephone No. (512) 970-584 Supervisor's Name Tanee Baker

Your Position and Duties cocktail waitress / bartender / light food service

Dates of Employment: From 1995 To 1999 Weekly Pay: Starting 5.50 + tips Ending same

Reason for Leaving: I moved back to New York city

Name and Address of Employer Top of the morn

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high volume
Jazz night club

Type of Business

Telephone No. () Supervisor's Name

Your Position and Duties

Jenifer Scott

Cocktailing and Promoted + Trained as a bartender
and light food service

Dates of Employment: From 1991 To 1995 Weekly Pay: Starting \$20 hourly
Ending Same

Reason for Leaving: to work for friends at Star Bar

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? 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: Jenifer Scott Telephone No. (214) 718-8466

Address: Between Dallas Texas, Rae Louis's corporate HR

Occupation: HR vice Pres Relationship: friend ^{PREVIOUS} employer Number of Years Acquainted: 20+

Name: Zane Baker Telephone No. (512) 970-1584

Address: 308 Clawson, Austin Texas

Occupation: Bar Owner Relationship: friend ^{previous} employer Number of Years Acquainted: 20+

Name: Jamie Perry Telephone No. (713) 727-4977

Address: _____

Occupation: Financing for Mercedes Relationship: friend ^{prior} coworker Number of Years Acquainted: 20+



Please Read Carefully, Initial Each Paragraph and Sign Below

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.

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.

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.

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.

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 _____

Servers Test

Multiple Choice

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

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

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

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

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

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

D Scullery ✓

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

E Queen Mary ✓

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)

A Chaffing Dish ✓

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

B French Passing ✓

D. Area for dirty dishware and glasses

G Russian Service ✓

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

F Corkscrew ✓

F. Used to open bottles of wine

C Tray Jack ✓

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

Interview Note Sheet

Applicant Information

| | |
|---|--------------------------------------|
| Name: <u>Jennifer Bell</u> | Interviewer: <u>Carville Pomare</u> |
| Date: <u>4/6/17</u> | Rate of Pay: |
| Position (s) Applied for: <u>Bartending, serving</u> | Referred by: <u>Jeffrey Wendt</u> |

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 18 years in Food Service/Hospitality

Synchronized serving

bartending

prep cook

cocktail

Open to working in town but prefer North

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

Kingwood / Noe Valley

Certifications (if any)

TiPS

Serv-Safe

LEAD

Other _____

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: