

**Submission Date** 05-31-2017 06:59:52

**First Name**

Heather

**Last Name**

Bianco

**E-mail Address**

hbianco44@gmail.com

**Phone**

732-306-8883

**Address**

25 Halsey Street

**Unit or Number**

N/A

**City, State**

Metuchen, NJ

**Zip Code**

08840

**What region(s) are you applying to work within?**

- New Jersey

**Which position(s) are you applying for?**

- Busser
- Dishwasher

**Are you applying for:**

- Part-Time

**When can you start?**



Thursday, June 01, 2017

**Can you work overtime?**

Yes

**How did you hear about us?**

- Referral

**If you were referred, please tell us by whom:**

Sue Dalton

**What days/times can you work? Select all that apply:**

- Monday AM
- Monday PM
- Tuesday AM

- Tuesday PM
- Wednesday AM
- Wednesday PM
- Thursday AM
- Thursday PM
- Friday AM
- Friday PM
- Saturday PM
- Sunday PM

**Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)**

June 19-21

**Have you ever applied to or worked for Acrobat before?**

Yes

**Do you have any friends or relatives working for Acrobat? If so, please let us know who:**

Sue Dalton

**If hired, would you have reliable means of transportation to and from work?**

Yes

**If hired, can you present evidence of your legal right to live and work in this country?**

Yes

**Are you able to perform the essential functions of the job for which you are applying?**

Yes

**Name of School**

Metuchen High School

**City & State**

Metuchen, NJ

**Grade/Degree**

12th grade

**Graduated?**

Yes

**Do you have any special licenses? (If so, label under "Special")**

No

**Are you computer literate? (If so, label which programs under "Special")**

Yes

**Are you proficient with Point of Sale systems? (If so, label which under "Special")**

No

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

Yes

**Special:**



Microsoft PowerPoint, Excel, Word  
Fluent in French

**Are you currently employed?**

Yes

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

Denis Atadan

181 South College Avenue  
Newark, DE 19717

**Type of Business**

University of Delaware Morris Library

**Phone Number**

302-766-0597

**Your Position & Duties**

Stacking Department:  
tagging books with RFID tags, shelving books, sorting books to be shelved, quality control

**Date of Employment (from/to):**

October 2015/present

**Reason for Leaving**

N/A

**Still Employed:**

Yes

**Have you ever been fired from a previous place of employment? If yes, please explain:**

No

**Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:**

N/A

**First Name**

Denis

**Last Name**

Atadan

**E-mail Address**

denis@udel.edu

**Phone**

302-766-0597

**Relationship:**



Employer

**Years Acquainted:**

2

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)


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

- (Checked box indicates acknowledgement)

**Applicant Digital Signature (Type Name):**

Heather Bianco

**Date:**

 Wednesday, May 31, 2017

Name: Heather Bianco Date: 5-31-17

## Tray Passing Test

### Multiple Choice:

1. The term used to refer to small-bite sized appetizers is:  
  - A. Starter
  - ☒ B. Hors D'oeuvres
  - C. Finger Foods
  - D. Sors Pauvre
  - E. None of the above
2. If a guest asks about an allergen you should:  
  - A. Take the question very seriously
  - B. Only answer definitely if you are certain of the answer
  - C. If you are uncertain, check with the chef
  - ☒ D. All of the above
  - E. None of the above
3. When tray passing you should be sure to walk:  
  - A. In a straight line
  - B. Quickly
  - C. Upright
  - ☒ D. Slowly
  - E. Like an Egyptian
4. Along with your tray what should you always have in your hand?  
  - ☒ A. Napkins
  - B. Toothpicks
  - C. Coasters
  - D. Disinfectant
  - E. None of the above
5. You should refill your tray when:  
  - A. It's completely empty
  - B. You finish a lap, regardless of how much you have left
  - ☒ C. You only have a few pieces left
  - D. Every time you find trash on the floor
6. Before you begin tray passing you should:  
  - A. Know how to describe what you're serving
  - B. Know the possible allergens in your dish
  - C. Have napkins ready in hand
  - D. Have a smile on your face
  - ☒ E. All of the above

100%



## Plated Service 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 the glass should you handle at all times?  
☒ A. The stem  
☐ B. The widest part of the glass  
☐ C. The top

100%

### Match the Term:

- B American
- ~~W~~ F Family Style
- D French
- E Russian
- A Butler
- C English
- G Synchronized

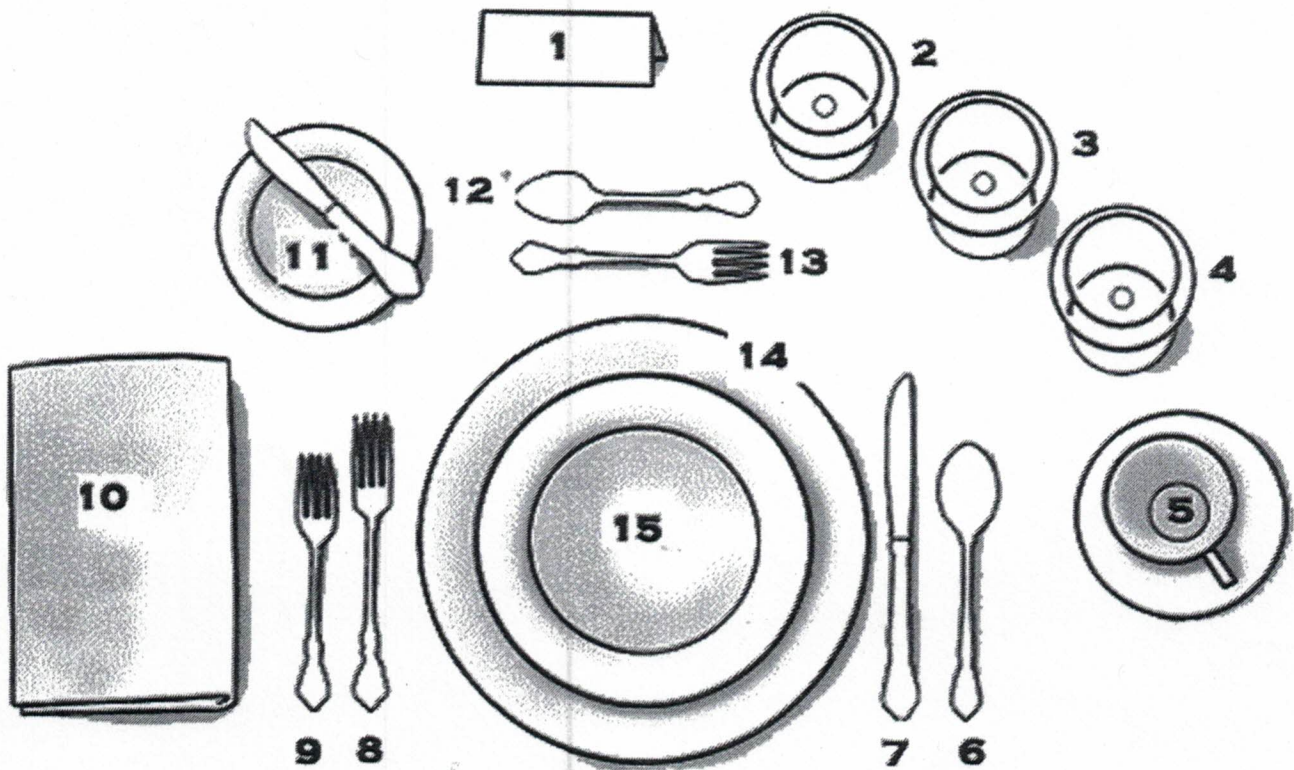
- ☒ A. Food is put on trays in the kitchen and passed by servers. Guests serve themselves, using cocktail napkins provided by the server.
- ☒ B. Foods are pre-portioned in the kitchen, arranged on plates and served by servers from the left. Beverages are served from the right. Used dishes and glasses are removed from the right.
- ☒ C. Large serving platters and bowls are filled with foods in the kitchen and set on the dining tables by servers.
- ☒ D. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste.
- ☒ E. Style of dining in which the courses come out one at a time
- ☒ F. Method of serving in which food is brought to the table in serving dishes from which everyone helps himself or herself.
- ☒ G. All Plates are served at the same time by all servers

### Fill in the Blank

List at least 2 duties required for each approach:

1. First approach: greeting & drink order
2. Second approach: dinner order first course ~~order~~ & refill glasses (drinks)
3. Third approach: dinner drop dessert order & clear first order plates
4. Fourth approach: dessert & coffee delivery

## Plated Service Test



- 10 Napkin
- 11 Bread Plate and Knife
- 1 Name Place Card
- 12 Teaspoon
- 13 Dessert Fork
- 6 Soup Spoon
- 15 Salad Plate
- 4 Water Glass

- 8 Dinner Fork
- 5 Coffee Cup and Saucer
- 7 Dinner Knife
- 2 Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 3 Wine Glass (White)



Name: Heather Bianco Date: 5-31-17

## Buffet Service Test

8/10

80%

### Multiple Choice:

1. The first thing a client is going to notice about you is:
  - A. How much you went through to get there
  - B. How far you had to park
  - ☒ C. What you look like when you report for duty
  - ☒ D. How Punctual you are
  - E. A&B only
  - F. ~~C&D only~~ C & D
  - G. All of the above
2. BEO stands for:
  - A. Banquet Efficiency Order
  - B. Better Events Organization
  - ☒ C. Banquet Event Order
  - D. Best Ever Odor
  - E. None of the above
3. Once your chaffing dish is set up, the next step is to add what to the pan:
  - A. The food
  - ☒ B. Hot Water
  - C. Cold Water
  - D. Jelly from the Sterno can
  - E. None of the above
4. Which is an acceptable way to lite a sterno can?
  - A. With matches
  - B. With a regular cigarrete lighter
  - ☒ C. With a long-neck lighter
  - D. All of the above
  - E. None of the above

### Name that item:



sterno can



oval serving tray

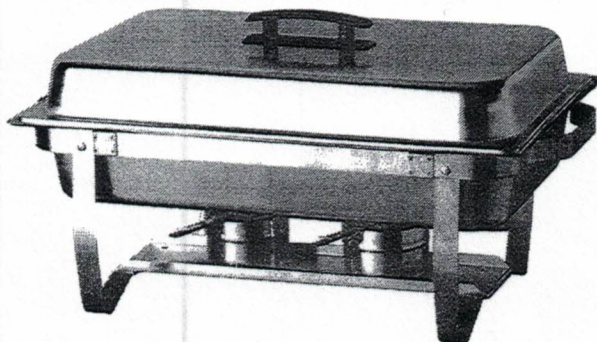


wine key



small serving tray

beverage tray



Chaffing dish



long-neck lighter