

Acrobat

outsourcing

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

First and Last Name: Jolisa Parra
Email: jolisa.leyah1813@gmail.com
Phone number: 817-521-1144

Working Experience:

Company Name: Taco Cabana

Dates of Employment: Sept '16 - Apr '17

Job Responsibility:

- grill / make plates
- sweep / mop / keep lobby / restrooms clean
- stock / dishes
- cold prep

Company Name: GC Services

Dates of Employment: Oct '12 - Oct '15

Job Responsibility:

- take & make calls
- help manage accounts
- customer service
-

Company Name: Amco Hotel

Dates of Employment: Apr '16 - May '16

Job Responsibility:

- make beds
- vacuum
- organize rooms
- clean sheets

Skills

good with people

~~reliable and easy to work with~~

get work done in timely manner

•

•

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 Jolisa Parra

Date: 6-8-17

Home Telephone (817) 521-1144

Other Telephone ()

Present Address 13725 Cambury Dr.

Apt 307 Houston TX 77014

Permanent Address, if different from present address:

Email Address leyah1813@gmail.com

EMPLOYMENT DESIRED

Position applying for:

Salary desired: 9hrly

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 X 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 X Name of Referral Jackie Price 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? 6-9-17

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	8am - 1pm 2 pm	2pm 5pm	2pm 5pm	2pm	8am open	Any	10am
PM	3 pm	8 pm	8pm	9pm	8pm	8pm	7:30-8 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 X If yes, when? _____

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

If hired, would you have a reliable means of transportation to and from work? Yes X No

If hired, can you present evidence of your legal right to live and work in the U.S.? Yes X No

Acrobat

outsourcing

Your Hospitality Staffing Professionals

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?
American Preparatory Institute	Killeen TX	12th grade	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: food handlers cert, house keeping skills			

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 Wendy's 1127 Rankin Rd

Type of Business Fast food

Telephone No. (281) 205-3102

Supervisor's Name Caroline

our Position and Duties Cashier / Fry cook

ates of Employment: From 05/17 To _____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving _____

Name and Address of Employer _____

Type of Business _____

Telephone No. (____) _____

Supervisor's Name _____

our Position and Duties _____

ates of Employment: From _____ To _____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving _____

Acrobat

Outsourcing

Your Hospitality Staffing Professionals

Telephone No. ()

Supervisor's Name Ken Brown

Type of Business fast food

Your Position and Duties Taco Cabana - grill/make plates, Sweep/mop, clean lobby, patio, stock, cold prep & dishes

Dates of Employment: From 06/16 To 04/17

Weekly Pay: Starting 8.75

Ending 8.75

Reason for Leaving: personal

Name and Address of Employer G C Services

Type of Business

Telephone No. (254) 518-1835 Supervisor's Name Ted Pippin

Your Position and Duties collection agent - take & make calls, help manage accounts, customer service

Dates of Employment: From 10/12 To 10/15

Weekly Pay: Starting 8.00

Ending 8.44

Reason for Leaving: moved out of town

Have you ever been fired from any previous place of employment? If so, please explain:

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?

Yes No X

JOB RELATED REFERENCES

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

Name: Kacy Love

Telephone No. (254) 833-2480

Address:

Occupation: Manager @ G C

Relationship: coworker / friend

Number of Years Acquainted: 5

Name: Lauren

Telephone No. (713) 594-3491

Address:

Occupation: Tc coworker

Relationship: coworker

Number of Years Acquainted: 1

Name: Mary

Telephone No. (281) 216-9235

Address:

Occupation: Taco Cabana

Relationship: supervisor

Number of Years Acquainted: 1



Please Read Carefully, Initial Each Paragraph and Sign Below

JP ✓

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.

JP ✓

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.

JP ✓

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.

JP ✓

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.

JP ✓

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 6-8-17

Cashier Test

Score **13** / 15

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

A

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city 8.25?

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

D

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?
a) \$20, \$50, \$100
b) \$10, \$20, \$50
c) \$5, \$50, \$100
d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?
a) one
b) two
c) three
d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? state ID, drivers license

15) How many \$20 bills are in a bank band? 50

Interview Note Sheet

Applicant Information

Name: <u>Jolisa Perra</u>	Interviewer: <u>Connie Pinner</u>
Date: <u>6/8/17</u>	Rate of Pay:
Position (s) Applied for: <u>Waitressing / Housekeeping / Dishwashing</u>	Referred by: <u>Jacquie Price</u>

Test Scores						Seeking:
Server	/35	%	Bartender	/35	%	Full-Time
Prep Cook	/15	%	Barista	/15	%	Part-Time
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	/16	%	

Relevant Experience & Summary of Strengths					
Total of <u>5</u> in Food Service/Hospitality					

Cold prep @ Taco Cabana
working a part time at Wendy's

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	NW

Certifications (if any)

TiPS Serv-Safe LEAD Other TABC Will Submit

Availability

Open AM only PM only Weekdays only Weekends only

Details: Will have to consider with other job available weekends

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:
---	-----------------------	-------------------------