

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 425 • 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: GIC 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 ready to~~
- get work done in timely manner
- 
-

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## Employment Application

816-501-9057

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: Hourly  
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 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 - 2pm	2pm	2pm	2pm	8am open	Any	10am
PM	3pm	0pm	8pm	2pm	8pm	8pm	730-8pm

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 ☐

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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?
American Preparatory Institute	Killeen TX	12th diploma	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."			YES
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."			YES
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
Special:			NO
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  
Your Position and Duties: cashier / fry cook  
Telephone No.: (281) 205-3402  
Supervisor's Name: Caroline

Dates 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: \_\_\_\_\_

Your Position and Duties: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Type of Business Fast Food

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

Telephone No. ( )

Supervisor's Name Ken Brown

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 Gc Services

Type of Business

Telephone No. (254) 518-1835

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

Supervisor's Name Ted Pippin

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? If so, describe:

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: Kacy Love

Address

Telephone No. (254) 833-2480

Occupation: Manager @ Gc

Relationship: coworker/friend

Number of Years Acquainted: 5

Name: Lauren

Address

Telephone No. (713) 594-3491

Occupation: IC coworker

Relationship: coworker

Number of Years Acquainted: 1

Name: Mary

Address

Telephone No. (281) 216-9235

Occupation: Taco Cabana

Relationship: supervisor

Number of Years Acquainted: 1

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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

*Julisa Pano*

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>Julisa Parra</u>	Interviewer: <u>Camille Ponsare</u>
Date: <u>6/8/17</u>	Rate of Pay:
Position (s) Applied for: <u>Cashiering / Housekeeping / Dishwashing</u>	Referred by: <u>Jamie Price</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
<u>Part-Time</u>

### Relevant Experience & Summary of Strengths

**Total of 5 in Food Service/Hospitality**

Cold prep @ Taco Cabana

working 2 part time at Wendy's

P.O.S. Experience: Y / N details: \_\_\_\_\_

### Transportation

Car	<u>Public Transit</u>	Carpool ( Rider / Driver )
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### Regions Available to work:

SF City	SF North	SF Peninsula	East Bay	Outer East Bay	
San Jose	South San Jose		SJ Peninsula	<u>NW</u>	

### Certifications (if any)

TIPS	<u>Serv-Safe</u>	LEAD	Other <u>TARC</u>	<u>Will Submit</u>	
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### Availability

Open	AM only	PM only	Weekdays only	Weekends only
Details: <u>will have to coincide with other job available weekends</u>				

### Uniforms Owned:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	Bow Tie
Other: _____					

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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