



## Employment Application

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 Ka Cheena Mabry Date: 6/15/17  
Home Telephone (281) 310-7629 Other Telephone (281) 818-0910  
Present Address 955 Court Glen Dr #814 Houston, Tx 77099  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address KaCheena82@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Banquet Server Salary desired: 9.00  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
yes  
Are you applying for: Full-time work? Yes X 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 WorkForce Solutions Newspaper ☒ Job Fair ☐ Agency ☐ Company Website ☐  
Other Web Posting ☐ Other Source ☐  
Could you work overtime, if necessary? Yes X No \_\_\_ If hired, on what date could you start working? 6/16/17

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	open	open	open	open	open	open	open
PM	open	open	open	open	open	open	open
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 this country? Yes X 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 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.) \_\_\_\_\_

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Rogers High School	Newport, RI	YES 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:

Shift leader & Shift Supervisor, over 10 yrs in cashier & 8 yrs in the restaurant business.

## 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 X If so, may we contact your current employer? Yes X No \_\_\_

Name and Address of Employer Swim N Sport (The Galleria Mall)

Type of Business Swimsuit Store Telephone No. ( ) \_\_\_\_\_ Supervisor's Name Bonnie Jones

Your Position and Duties Shift Supervisor, supervising shift as well as POS system, cashing & sales (retail as well)

Dates of Employment: From 02/14 To 02/16 Weekly Pay: Starting 9.50 Ending 9.50

Reason for Leaving business slowed down as well as me going on maternity leave.

Name and Address of Employer Dennys

Type of Business Restaurant Telephone No. ( ) \_\_\_\_\_ Supervisor's Name Miguel Torres

Your Position and Duties Server (Washington Ave)

Dates of Employment: From 02/14 To 02/16 Weekly Pay: Starting 2.13+TIPS Ending 2.13+TIPS

Reason for Leaving maternity leave

Name and Address of Employer Party City

Type of Business Party Supply Store Telephone No. ( ) \_\_\_\_\_ Supervisor's Name Rebecca Fields

(Westheimer Rd)

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outsourcing

Your Hospitality Staffing Professionals

Your Position and Duties Cashier, assisted customers w/ checks, cleaned and straightened out work areas, POS system, bagged merchandise & operated cash register w/ proficiency.

Dates of Employment: From 08/13 To 10/13 Weekly Pay: Starting 7.25 Ending 7.25

Reason for Leaving: temp job (seasonal)

Name and Address of Employer Wanametonomy Golf & Country Club

Type of Business Country Club Telephone No. ( ) Supervisor's Name Glenna Price

Your Position and Duties Cleaned up spilled food drinks, and broken dishes. Inspected dining room & server areas to ensure cleanliness & proper setup. loaded dishwasher & handwashed necessary dishes.

Dates of Employment: From 02/12 To 09/12 Weekly Pay: Starting \$10.00 Ending \$10.00

Reason for Leaving: moved to Texas

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 ☒

If so, describe: \_\_\_\_\_

## JOB RELATED REFERENCES

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

Name: Jacqueline Price Telephone No. (801) 619-4365 cell (401) 252

Address Dunkin Donuts @ Dunkin Donuts, RI

Occupation: Shift Supervisor Relationship: friend of family Number of Years Acquainted: 20+

Name: Anthony Albert Telephone No. (281) 818-0910

Address 9755 Court Glen Dr #814

Occupation: AGU AUNT BISTRO Relationship: friend Number of Years Acquainted: 4+

Name: Michelle Henry Telephone No. (281) 744-7236

Address FM Postal Services

Occupation: Front Desk clerk Relationship: CO-worker Supervisor Number of Years Acquainted: 4+

**Please Read Carefully, Initial Each Paragraph and Sign Below**

VM 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.

VM 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.

VM 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.

VM 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.

VM 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

Valentina Salas

Date

6/15/17

Name Ka'Chance Labraf  
Servers Test Score 20 / 35

**Multiple Choice**

- C 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
- A 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
- B 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
- A 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
- D 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
- B 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 dining 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**

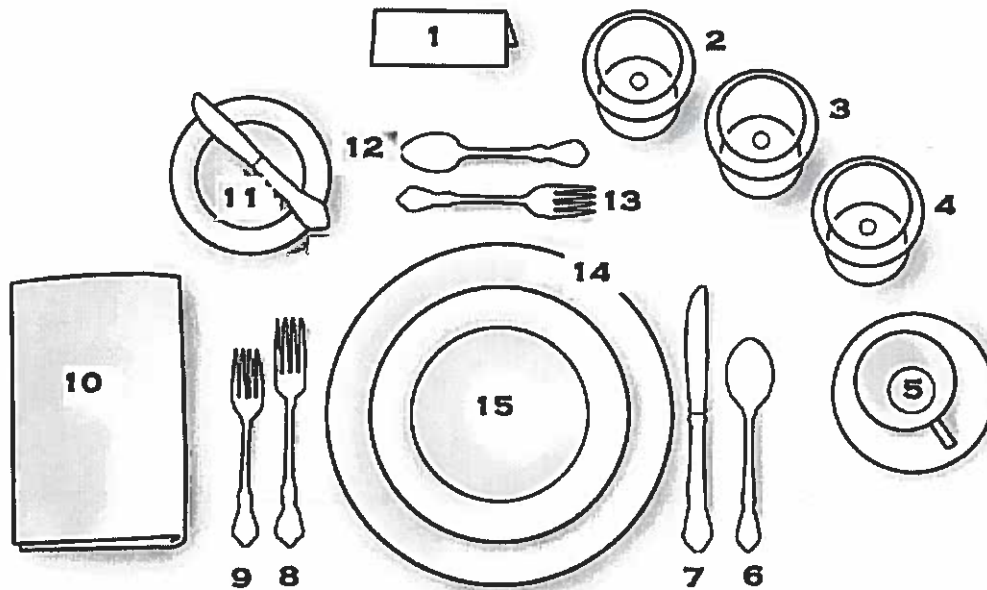
- |                          |   |  |
|--------------------------|---|--|
| <u>EE</u> Scullery       | X | <del>A.</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>G</u> Queen Mary      | X | <del>B.</del> Style of service where food is prepared or served individually 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) |
| <u>A</u> Chaffing Dish   |   | <del>C.</del> Used to hold a large tray on the dining floor  |
| <u>D</u> French Passing  | X | <del>D.</del> Area for dirty dishware and glasses  |
| <u>B</u> Russian Service | X | <del>E.</del> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | ✓ | <del>F.</del> Used to open bottles of wine   |
| <u>C</u> Tray Jack       | ✓ | <del>G.</del> Style of dining in which the courses come out one at a time  |



Name \_\_\_\_\_

**Servers Test**

Score 20 / 35



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin ✓	<u>8</u>	✓ Dinner Fork
<u>11</u>	Bread Plate and Knife ✓	<u>5</u>	✓ Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card ✓	<u>7</u>	✓ Dinner Knife
<u>12</u>	Teaspoon ✓	<u>3</u>	✗ Wine Glass (Red)
<u>13</u>	Dessert Fork ✓	<u>9</u>	✓ Salad Fork
<u>6</u>	Soup Spoon ✓	<u>14</u>	✓ Service Plate
<u>15</u>	Salad Plate ✓	<u>4</u>	✗ Wine Glass (White)
<u>2</u>	Water Glass ✓		

**Fill in the Blank**

- The utensils are placed 2 x 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? an server ✗
- Synchronized service is when: small garment meal functions ✗
- What is generally indicated on the name placard other than the name? seat # ✗
- The Protein on a plate is typically served at what hour on the clock? 6pm ✓
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

*inform the chef*  
 put order in to make sure they get what they are paying for. They may be allergic so you have to make sure the order is correct. Due to health issue and if not an lawsuit may be underlying.

# KA'CHEENA MABRY

9755 Court Glen Dr #814, Houston, Texas 77099 | C: 281) 310-7629 | kacheenam87@gmail.com

## Summary

Outgoing [server] offering extensive knowledge of hospitality etiquette, food preparation and superior customer service. Restaurant professional with [over 8 ] years in FOH and BOH operations. Customer service and food handling expertise. Skilled at memorizing menu items and orders. Organized, independent worker with strong time management skills. Detail-oriented and able to learn new tasks quickly and effectively. Enthusiastic retail professional with hands-on experience in customer service, payment processing and sales. Seeking position as[Cashier] in [an professional environment]. Responsible Cashier experienced at managing front of store needs in busy environments. Friendly and energetic with strong communication and organizational abilities. Seeking role of increased responsibility where strengths in service and sales will be valuable. I am very Motivated and dedicated to my work. I work very hard, and work well in fast work environments. I am also a team player. I let my work and actions speak for my skills and accomplishments.

## Skills

- Professional appearance
- Mathematical strengths
- Efficiency
- Restocking
- Receive return merchandise
- Sales proficiency
- Customer service mindset
- Data Entry
- Credit/Debit Transactions
- Accurate cash handling
- Outstanding communication skills
- Food and beverage handling expert
- Ability to handle fast-paced environment
- Uses proper sanitation practices
- Excellent guest service skills
- Supervisor
- Enthusiasm
- Leadership
- Sales and Marketing
- Coordination
- POS System
- Social Perceptiveness
- Monitoring
- Customer and Personal Services
- Store opening and closing procedures
- Team-oriented
- Reliable
- Sandwich preparation experience
- Strong restaurant serving experience
- Willing to work under pressure
- Well groomed
- Good personal hygiene
- Preparation of various food items

## Accomplishments

- Sold \$[2100] in merchandise in one month, due to just becoming a part of the team.
- Supervised team of three staff members.
- Met monthly sales goals for [3] months straight.
- Food Preparation
- Answered telephone calls and responded to inquiries.

## Experience

### Shift Supervisor

#### Swim N Sport

01/2014 to 02/2016

Houston, TX

- Scheduled and directed staff in daily work assignments to maximize productivity.
- Delivered excellent customer service by greeting and assisting each customer.
- Addressed customer inquiries and resolved complaints.

### Server

#### Denny's

02/2014 to 02/2016

Houston, TX

- Checked the quantity and quality of received products.
- Greeted guests and sat them at tables or in waiting areas.

**Cashier  
Party City**

**08/2013 to 10/2013  
Houston, TX**

- Assessed customer needs and responded to questions.
- Cleaned and straightened work area.
- Issued receipts for purchases and gifts.
- Bagged merchandise by following standard procedures.
- Operated cash register with proficiency.
- Provided professional and courteous service at all times.

**Wanumetonomy Golf & Country Club  
Dishwasher**

**02/2012 to 09/2012  
Middletown, RI**

- Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash.
- Inspected dining and serving areas to ensure cleanliness and proper setup.
- Loaded dishwashers and hand-washed items such as pots, pans, knives.
- Performed dishwasher duties.

**Shift Leader/Cashier  
Subway**

**02/2012 to 09/2012  
Middletown, RI**

- Operated cash register with proficiency.
- Issued receipts for purchases.
- Delivered excellent customer service by greeting and assisting each customer.
- Prepared sandwiches.
- Upsold additional add-ons to sandwiches.
- Maintained a clean and accident free work place.

**Counter Help/Cashier  
Dunkin Donuts**

**06/2006- 08/2011  
Newport, RI**

- Made sandwiches & Coffees to customers liking.
- Maintained a clean and accident free work place.
- Stocked shelves.
- Greeted customer in a professional manner.

**Cashier  
Stop & Shop**

**02/2011 to 05/2011  
Newport, RI**

- Processed checks and credit card payments.
- Issued receipts for purchases and gifts.
- Bagged merchandise by following standard procedures.
- Weighed food to determine correct pricing.
- Operated cash register with proficiency.
- Provided professional and courteous service at all times.

## **Education and Training**

**High School Diploma**  
Rogers High School  
CLASS OF 2006

**Associate of Science: Nursing**  
Houston Community College

2015 to present: Associates Degree in Health and Human Sciences: Nursing



## Interview Note Sheet

### Applicant Information

Name: <u>La'Chenx Moberg</u>	Interviewer: <u>Chaville</u>
Date: <u>6/15/17</u>	Rate of Pay:
Position (s) Applied for: <u>Server / bartending</u>	Referred by: <u>worksource</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 10 in Food Service/Hospitality

love working with people  
loves serving

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

South West

### 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