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outsourcing

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

First and Last Name: Jamie Corbett
Email: JldmHolmes1993@gmail.com
Phone number: (404) 438-7362

Working Experience:

Company Name: Mimi's Cafe
Dates of Employment: July 15 2013 - July 15 2017
Job Responsibility: Server

- Serving
- taking orders
- Collecting money
- Cleaning tables

Company Name: Memphis BBQ Company
Dates of Employment: Jan 1 2017 - August 1 2017
Job Responsibility:

- taking orders
- Collecting
- ensuring guest are happy
- Cleaning tables

Company Name: Arby's
Dates of Employment: September 16 2016 - August 2017
Job Responsibility: Shift manager

- doing paper work
- doing food truck orders
- ensuring all employees are doing what is needed
- Closing and doing bank options

Skills

- Culinary arts specialist
- prepping and prepping foods
- Organizing

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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 Jamie Lynn Corbett Date: 09/15/2017
Home Telephone (401) 438-7352 Other Telephone ()
Present Address 6031 Lancaster St Houston TX 77087
Permanent Address, if different from present address: _____
Email Address Jldm.Holmes1993@gmail.com

EMPLOYMENT DESIRED

Position applying for: server / dishwasher Salary desired: 8.25
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 dashauna Morrison 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? 9/15/2017

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 ☒ 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 ☐
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 ☐
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) _____

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EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Dixley High School	Greensboro NC	12 th	2011 (High School)
Bennett College	Greensboro NC	childhood educating	NO
Do you have any special licenses, certificates or special training? If so please list under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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	<input type="radio"/> NO
Special: <u>Colingny Arts training (microscott computer)</u>			

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 Minis Cafe Donwoody, GA 30350
 Type of Business Resturant Telephone No. (770) 713-5885 Supervisor's Name Idorot Dorot
 Your Position and Duties Server; taking order, bringing food to guest,
collecting money

Dates of Employment: From 07/2013 to 07/2017 Weekly Pay: Starting 2.13^{hr} Ending 2.13 Pous tips

Reason for Leaving Moved to texas

Name and Address of Employer Memphis BBQ Company Donwoody GA

Type of Business Restaurant Telephone No. (404) 770-8132 Supervisor's Name Brian
 Your Position and Duties Server; taking orders, bringing food to guest,
collecting money, and on occasions Hosting; Seating guest

Dates of Employment: From 01/2017 To 08/2017 Weekly Pay: Starting 2.13 Ending 2.13

Reason for Leaving Moved to texas

Name and Address of Employer Arby's

Type of Business Fast Food Telephone No. (970) 332-9321 Supervisor's Name Jawaun Khir
 Your Position and Duties Shift manager; doing end of day paper work, food truck
orders, ensuring all employees were doing their jobs.

Dates of Employment: From 01/2017 To 07/2017 Weekly Pay: Starting 11.50 Ending 12.25

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Reason for Leaving: Moved to Texas

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 ☐

If so, describe: Culinary Arts training

JOB RELATED REFERENCES

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

Name: Roberta Wright Telephone No. (919) 758-6928

Address 5713 Donwoody rd SANDY SPRINGS GA 30350

Occupation: Server Relationship: Supervisor Number of Years Acquainted: 3 years

Name: Julia Rosander Telephone No. (559) 991-5470

Address Fort Hood TX

Occupation: Military Relationship: NCO Number of Years Acquainted: 8 years

Name: Phylcia Brown Telephone No. (336) 988-6820

Address 724 Catherine st Donwoody GA 30350

Occupation: Volunteer work Relationship: Acquaintance Number of Years Acquainted: 4 years



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 Jani Cuta Date September 15, 2017

Name Damie Cornett

Servers Test

Score 24 35

Multiple Choice

- B X 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
- C X 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
- d ✓ 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
- b X 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
- d ✓ 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

Failed

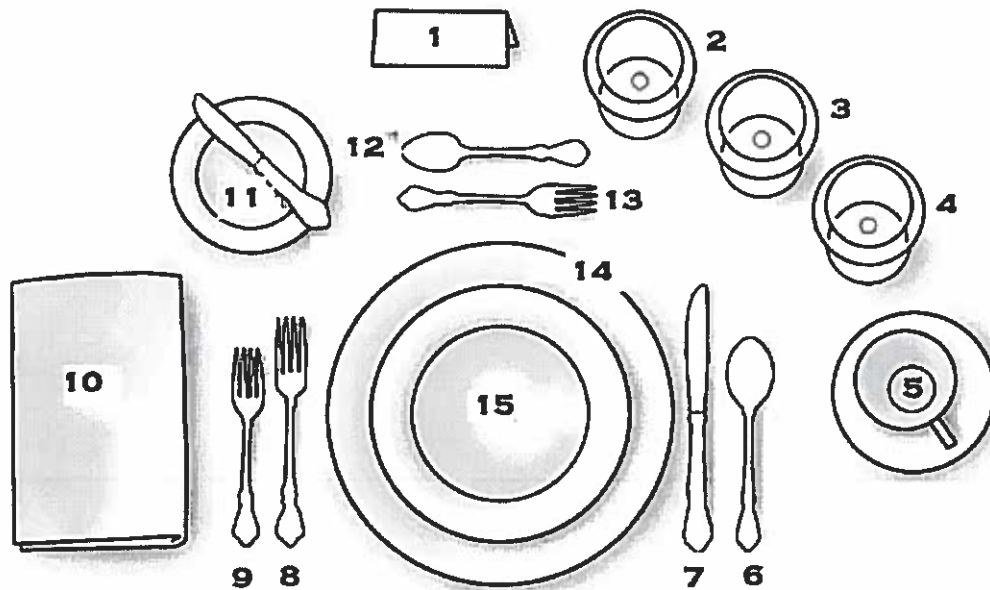
Match the Correct Vocabulary

- | | |
|-------------------------------|---|
| A Scullery | A Metal buffet device used to keep food warm by heating it over warmed water |
| X 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) |
| ta Chaffing Dish | C Used to hold a large tray on the dining floor |
| ta French Passing | D Area for dirty dishware and glasses |
| ta 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 |
| E X Tray Jack | G Style of dining in which the courses come out one at a time |

Name _____

Servers Test

Score / 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>2</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>3</u> ✓ | Wine Glass (White) |
| <u>4</u> ✓ | Water Glass | | |

Fill in the Blank

- The utensils are placed 2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream and Sugar
- Synchronized service is when: all servers will serve guest all together
- What is generally indicated on the name placard other than the name? The table number
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
inform the cook or expeditor to let them know the guest request

Interview Note Sheet

mm

Applicant Information

Name: Jamie Lynn Corbett

Interviewer: Celery 202

Date: 9/15/17

Rate of Pay:

Position (s) Applied for:

Cashier/server/dishwasher

Referred by:

Test Scores

Server	<u>24</u> /35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of 9 in Food Service/Hospitality

Prep/grill cook- 3yrs in the military.

Serving for 6 yrs.

Christopher Greene is also her ride, so if we need two dishwashers they can go both go.

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

southeast

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other N/A

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: