

# Acrobat

outsourcing

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

First and Last Name: Charlencia Bell  
Email: Charlencia.Bell94@gmail.com  
Phone number: 346-900-7171

## Working Experience:

Company Name: Brookdale senior living  
Dates of Employment: 09/2015 - 05/2016

Job Responsibility:

- Maintain Residents diets
- Communicated with doctor and patient family
- maintain cleanliness
- Maintain Patient diets.

Company Name: Daybreak Outreach Home Health Care  
Dates of Employment: 08/2013 - 03/2014

Job Responsibility:

- Assisted Paralyzed patient with grooming
- ~~Responsible~~ Responsible for patient meals
- Kept patient laundry and clothing care
- 

Company Name: Red Lobster

Dates of Employment: 03/2011 - 09/2013

Job Responsibility:

- greet and seated all patrons entering Restaurant
- Maintain guest Needs
- Served as a back-up to deliver food to customers
- Resolved any customer issues that arose to avoid Managerial Escalation

Skills

- 
- 
- 
-



## 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 Charlene Best

Date: 09-29-14

Home Telephone (346) 900-7171

Other Telephone (    )

Present Address 1603 McGowen

Permanent Address, if different from present address: \_\_\_\_\_

Email Address Charlene Best94@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server

Salary desired: 10.00

Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

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 Demontric 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? \_\_\_\_\_

*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							
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  If yes, when? \_\_\_\_\_

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

Jabari Rosemon, Demontreu Roberson

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?
Westerville High School	Westerville, OH	12	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:			

## 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 Broaddale Senior Living

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

Your Position and Duties serve Resident according to their diet

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting 9.08 Ending 9.08

Reason for Leaving move d

Name and Address of Employer Synergy Home Care

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

Your Position and Duties Maintain household duties

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving Patient passed away

Name and Address of Employer Popeyes

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

Your Position and Duties Maintain my drawer

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting 7.25 Ending 7.25

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Reason for Leaving: Want more money continue to go to

Name and Address of Employer Red Lobster

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

Your Position and Duties Maintain cleanliness throughout the Restaurant  
Serve the Guest as fast

Dates of Employment: From 03/01/11 To 06/2013 Weekly Pay: Starting 8.00 Ending 8.50

Reason for Leaving: Left cause better pay

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  
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: Syrena Spikes Telephone No. (832) 660-7124

Address \_\_\_\_\_

Occupation: Gymnast Relationship: Coworker Number of Years Acquainted: 3 yrs

Name: \_\_\_\_\_ Telephone No. (832) 210-6390

Address McReek Lady

Occupation: \_\_\_\_\_ Relationship: Cuntie Number of Years Acquainted: 22 yrs

Name: Andrea Ross Telephone No. (832) 996-3120

Address \_\_\_\_\_

Occupation: Brookdale Senior Relationship: Coworker Number of Years Acquainted: 4 yrs



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

CB 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.

CB 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.

CB 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.

CB 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.

CB 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

A handwritten signature in black ink that appears to read "Jackie Bell".

Date 9-29-17

**Cashier Test**

**Score** / 15

1) A roll of quarters is worth?

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

2) A roll of dimes is worth?

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

3) A roll of nickels is worth?

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

4) A roll of pennies is worth?

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

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 6.25?

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

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

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

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

$$\begin{array}{r} 3.75 \\ \times 2 \\ \hline 7.5 \end{array}$$

$$\begin{array}{r} 1.25 \\ \times 2 \\ \hline 2.5 \end{array}$$

$$\begin{array}{r} 3.25 \\ \times 2 \\ \hline 6.5 \end{array}$$

**Cashier Test**

**Score** / 15

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

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? I.d

15) How many \$20 bills are in a bank band? 100

## Interview Note Sheet

### Applicant Information

Name: <b>Charlencia Bel</b>	Interviewer: <b>Celeny Diaz</b>
Date: <b>9/29/17</b>	Rate of Pay:
Position(s) Applied for: <b>food service worker, cashier</b>	Referred by:

### Test Scores

Server	/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 **5 yrs** in Food Service/Hospitality

**Red Lobster - 3 yrs**

**Popeyes - 2 yrs**

experience in cashier and prep cook.

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	<b>Downtown</b>

### Certifications (if any)

TiPS      Serv-Safe      LEAD      Other **FHC ✓**      Will Submit

### Availability

Open      AM only      PM only      Weekdays only      Weekends only

Details: **Prefer the morning**

### 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: