

Acrobat

outsourcing

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

First and Last Name: Allen Haywood
Email: ad haywood 82@gmail.com
Phone number: 344 801 7021

Working Experience:

Company Name: Jack In The Box
Dates of Employment: 3/2014 - 11/2014
Job Responsibility:

- Cook

Company Name: Frito Lay
Dates of Employment: 1/2013 - 3/2014
Job Responsibility:

- Stocking

Company Name: _____
Dates of Employment: _____
Job Responsibility:

-

-

-

-



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 Allen Darnell Haywood Date: 10-26-17
 Home Telephone (346) 801 7021 Other Telephone () _____
 Present Address 3200 Truitt St # 103 E
 Permanent Address, if different from present address: _____
 Email Address adhaywood82@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cook / Server Salary desired: 10.00 hourly
 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 Richard Brown 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	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.) _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

EDUCATION & SKILLS

NAME OF SCHOOL <u>Worthing High School</u>	CITY & STATE <u>Houston TX</u>	GRADE OR DEGREE COMPLETED <u>9th</u>	DID YOU GRADUATE? <u>NO</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		YES	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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	<u>NO</u>
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 Jack In The Box 8601 West Bellfort
Type of Business Restaurant Telephone No. (713) 771 3580 Supervisor's Name Smalley
Your Position and Duties Cook

Dates of Employment: From 3/2014 To 11/2014 Weekly Pay: Starting 8.25 hery Ending 8.25 hery

Reason for Leaving: Incarcerated 11611 Bellfort Village Dr

Name and Address of Employer Frito Lay

Type of Business Stocking Telephone No. (281) 776 3100 Supervisor's Name

Your Position and Duties Stocking

Dates of Employment: From 1/2013 To 3/2014 Weekly Pay: Starting 10.00 hery Ending 10.00 hery

Reason for Leaving: Found another job

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

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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: _____

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___
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: Gussie Williams Telephone No. (713) 516-2741

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: Sandra Barzar Telephone No. (281) 964-9845

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: Lakesha Dixon Telephone No. (281) 541-2775

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____



Please Read Carefully, Initial Each Paragraph and Sign Below

AH

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.

AH

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.

AH

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.

AH

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.

AH

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

Allen Haywood

Date

10-20-17

Name Allen Hayward

Servers Test

Score / 35

Multiple Choice

- C ~~A~~ 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
- D 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
- A 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
- A 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

- D ✓ Scullery
E ✓ Queen Mary
A ✓ Chaffing Dish
G ~~X~~ French Passing
B ~~X~~ Russian Service
F ✓ Corkscrew
C ~~X~~ Tray Jack

- A Metal buffet device used to keep food warm by heating it over warmed water
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)
C Used to hold a large tray on the dining floor
D Area for dirty dishware and glasses
E Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F Used to open bottles of wine
G Style of dining in which the courses come out one at a time

Interview Note Sheet

Applicant Information

Name: <u>Allen D. Haywood</u>	Interviewer:
Date: <u>10/27/</u>	Rate of Pay:
Position (s) Applied for:	Referred by: <u>Richard Brown</u>

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 1 in Food Service/Hospitality

Dishwasher experience
His experience is mainly cooking, serving.

P.O.S. Experience: Y / N details: _____

Transportation

Car ☐ Public Transit ☒ Carpool (Rider / Driver) will get a car soon

Regions Available to work:

SF City SF North SF Peninsula East Bay Outer East Bay
 San Jose South San Jose SJ Peninsula third ward

Certifications (if any)

TIPS Serv-Safe LEAD Other FHC/ 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: