

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 Jose Pete Avila Date: 10-28-17
Home Telephone (832) 292 0942 Other Telephone ()
Present Address 1125 W 16th Houston, Tx. 77008
Permanent Address, if different from present address:
Email Address petejavila69@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Cashier / Concession / Server Salary desired: open

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 ___ 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? 10-30-17

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	<u>open</u>	<u>school</u>	<u>open</u>	<u>school</u>	<u>open</u>	<u>school</u>	<u>open</u>
PM	<u>open</u>	<u>school</u>	<u>open</u>	<u>school</u>	<u>open</u>	<u>school</u>	<u>open</u>

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?
Walttrip S.H.S.	Houston, Tx.		NO
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: T.A.B.C. Safe Serve Public Notary			

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 Rowland Family Law
 Type of Business Family Law Telephone No. (281) 450 6739 Supervisor's Name Rebeca Rowland
 Your Position and Duties Front desk / legal Assist

Dates of Employment: From 2/17 To present Weekly Pay: Starting _____ Ending _____

Reason for Leaving: still employed

Name and Address of Employer Observe Inc

Type of Business Concession Telephone No. () _____ Supervisor's Name Sommer

Your Position and Duties Cashier, Cook, Server, Inventory, bank
Private Maid, NRG, Robinson Stadium, Woodlands Pavilion

Dates of Employment: From 3/11 To 9/14 Weekly Pay: Starting 9.50 Ending 9.50

Reason for Leaving: Lost contract

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 _____

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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: Rebecca Rowland Telephone No. (281) 450 6739

Address 2106 W. Chenevert

Occupation: lawyer Relationship: Friend Number of Years Acquainted: 2 yrs

Name: Carol King Telephone No. (713) 412 5292

Address _____

Occupation: Lawyer Relationship: Friend Number of Years Acquainted: 12 yrs

Name: Bob Lawsink Telephone No. (214) 673 6702

Address 1919 W. L. West

Occupation: _____ Relationship: Friend Number of Years Acquainted: 10 yrs



Please Read Carefully, Initial Each Paragraph and Sign Below

JPA

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.

JPA

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.

JPA

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.

JPA

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.

JPA

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

José Luis Ortiz

Date

10-28-17

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 20% ?

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

Handwritten calculations:

$$\begin{array}{r}
 6.00 \\
 2.50 \\
 7.50 \\
 6.60 \\
 \hline
 22.60
 \end{array}$$

$$\begin{array}{r}
 9.75 \\
 1.80 \\
 19.50 \\
 \hline
 21.05
 \end{array}$$

$$\begin{array}{r}
 1.25 \\
 2.60 \\
 5.00 \\
 1.60 \\
 \hline
 10.45
 \end{array}$$

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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?

~~20 with adult~~
21

14) What are the acceptable forms of ID for alcohol purchases?

Texas ID drivers license

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

0

Interview Note Sheet

Applicant Information

Name: <u>JOSE AVILA</u>	Interviewer: <u>CARILLE</u>
Date: <u>10/28/17</u>	Rate of Pay:
Position (s) Applied for: <u>CASHIER CONCESSION SERVER</u>	Referred by: <u>CRIGS LIST</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 5 in Food Service/Hospitality

Persistent
like learning new things
people person
personable
Responsible

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

North West Heights

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other TIPS

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

Sunday Tue Thur Sat

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: