

# Acrobat

outsourcing

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

First and Last Name: Ginny Kemmerer  
Email: ginchu@gmail.com  
Phone number: 347-267-6006

Working Experience:

Company Name: East Japanese Restaurant  
Dates of Employment: 2002  
Job Responsibility: Waitress

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Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility: \_\_\_\_\_

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Skills

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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 GINNY KEMMERER Date: 11/14/2017  
Home Telephone (317) 267-6006 Other Telephone ( )  
Present Address 1406 S. VOSS Road, Apt D215  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address ginchu @ gmail.com

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_

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 Jeff Wendt 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? ASAP

*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>2pm</u>	—	—	—	—	—	—
PM	<u>8pm</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

Jeff Wendt / Friend

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.) \_\_\_\_\_





### EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Pratt Institute	Brooklyn, NY	BFA	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 East Japanese Restaurant, NY

Type of Business \_\_\_\_\_ Telephone No. 212 889-2326 Supervisor's Name \_\_\_\_\_

Your Position and Duties Waitress \_\_\_\_\_

Dates of Employment: From 2002 To 2002 Weekly Pay: Starting 2.30/hr Ending 41

Reason for Leaving: Job opportunity \_\_\_\_\_

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: \_\_\_\_\_

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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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: Heather Palisi Reyes Telephone No. (862) 221-2020

Address 21 Stewart Avenue Nutley, NJ 07110

Occupation: Designer Relationship: Friend Number of Years Acquainted: 10 years

Name: Stephanie Sumulong Telephone No. (201) 232-5147

Address 514 East 82nd St, #4E NY, NY 10028

Occupation: Designer Relationship: Friend Number of Years Acquainted: 10 years

Name: Sherri ~~XXXXXX~~ Marchin Telephone No. (646) 251-1055

Address 535 58th Street Sunset Park, NY 11220

Occupation: Librarian Relationship: Friend Number of Years Acquainted: 14 years





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

OK 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.

OK 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.

OK 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.

OK 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.

OK 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, appearing to read "M. M." or "Mark".

Date 11/14/2017



**Servers Test**

Name Ginny Kemmerer

Score / 35

**Multiple Choice**

D 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

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

A X 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

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 dinning 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

Passed

**Match the Correct Vocabulary**

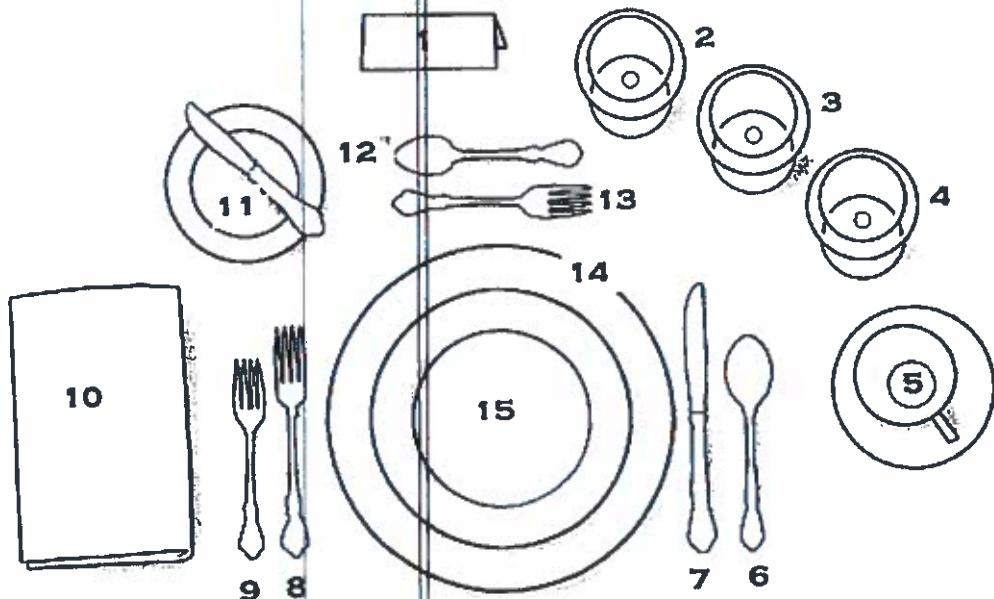
D ✓ Scullery  
E ✗ Queen Mary  
A ✓ Chaffing Dish  
B ✓ French Passing  
G ✓ Russian Service  
F ✓ Corkscrew  
C ✓ Tray Jack

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

Name \_\_\_\_\_

Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

- 10 ✓ Napkin
- 14 ✓ Bread Plate and Knife
- 1 ✓ Name Place Card
- 12 ✓ Teaspoon
- 13 ✓ Dessert Fork
- 6 ✓ Soup Spoon
- 15 ✓ Salad Plate
- 4 ✓ Water Glass

- 8 ✓ Dinner Fork
- 5 ✓ Tea or Coffee Cup and Saucer
- 7 ✓ Dinner Knife
- 2 ✓ Wine Glass (Red)
- 9 ✓ Salad Fork
- 14 ✓ Service Plate
- 15 ✓ Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed 3 ~~X~~ inch(es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Milk/cream, sugar.
3. Synchronized service is when: at the same time
4. What is generally indicated on the name placard other than the name? numbers of table
5. The Protein on a plate is typically served at what hour on the clock? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Put the order in

## Interview Note Sheet

### Applicant Information

Name: <u>Gunny Kemmerer</u>	Interviewer: <u>Camille</u>
Date: <u>12/5/17</u>	Rate of Pay:
Position (s) Applied for: <u>Server, prep cook</u>	Referred by: <u>Jeffrey Wondt</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

- loves being in the kitchen
- wants to learn bartending
- prefer to work independently

P.O.S. Experience: Y / N details: \_\_\_\_\_

### Transportation

<input checked="" type="checkbox"/> Car	Public Transit	Carpool ( Rider / Driver )
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### Regions Available to work:

SF City	SF North	SF Peninsula	East Bay	Outer East Bay
San Jose	South San Jose		SJ Peninsula	Galleria Area

### Certifications (if any)

TiPS	<input checked="" type="checkbox"/> Serv-Safe	LEAD	Other	<u>TAB C</u>	Will Submit
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### Availability

<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only
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Details:

### Uniforms Owned:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<input checked="" type="checkbox"/> Black Pants	Non-Slip Shoes	Bow Tie

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

