

# Interview Note Sheet

| Applicant Information                      |   |
|--|---|
| Name: <u>Lana Boroditsch</u>               | Interviewer: <u>FLO</u>                         |
| Date: <u>12.20.17</u>                      | Rate of Pay: <u>Cash/Conc \$14<sup>00</sup></u> |
| Position (s) Applied for: <u>Cash/Conc</u> | Referred by: <u>de</u>                          |

| Test Scores |     |   |              |     |   |
|-------------|-----|---|--------------|-----|---|
| Server      | /35 | % | Bartender    | /35 | % |
| Prep Cook   | /15 | % | Barista      | /15 | % |
| Grill Cook  | /40 | % | Cashier      | /15 | % |
| Dishwasher  | /10 | % | Housekeeping | /16 | % |

| Seeking:         |
|------------------|
| Full-Time        |
| <u>Part-Time</u> |

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

Levi Stadium Xmas eve - Conc

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

## Certifications (if any)

TIPS Serv-Safe LEAD Other \_\_\_\_\_ 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: |
|---|-----------------------|-------------------------|





## 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 Lana Boroditsch Date: Dec 20, 2017  
Home Telephone (707) 654-7994 Other Telephone ( ) \_\_\_\_\_  
Present Address 116 La Brea Ct.  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address spires45@hotmail.com

### EMPLOYMENT DESIRED

Position applying for: Concession Salary desired: \$ 21

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: X-Mas Eve

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? \_\_\_\_\_

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>All day</u> | <u>/</u> | <u>Avail</u> | <u>Avail</u> | <u>/</u> | <u>Avail</u> | <u>Avail</u> |
| 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 \_\_\_\_\_

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 \_\_\_

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outsourcing  
Your Hospitality Staffing Professionals

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? |
|--|-----------------|---------------------------|-------------------|
| University of Michigan   | Ann Arbor, Mich | Psychology BA             | 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: Customer Service, Cashier, Food Services, Bar Server  |                 |                           |                   |

## 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 Educational Testing Services  
ToEIC Scoring ETS.org  
 Type of Business Education Telephone No. ( ) Supervisor's Name Jori Harrison  
 Your Position and Duties \_\_\_\_\_

Dates of Employment: From 1/2011 To present Weekly Pay: Starting \$15 Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer Puccini & Pinetti  
Restaurant Telephone No. ( ) Supervisor's Name Mariza Sabino  
 Your Position and Duties Hostess, phones, orders, & directions. Open table  
Experience, customer service, & seating  
 Dates of Employment: From 2016 To 2017 Weekly Pay: Starting \$16 Ending \_\_\_\_\_

Reason for Leaving: Expensive to work in city

Name and Address of Employer Sushi-ya  
restaurant Telephone No. ( ) Supervisor's Name Keldon Chen

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Your Position and Duties Waitress at busy sushi restaurant  
Placed orders, POS, closed tabs. Replenished stations + supplies

Dates of Employment: From 2011 To 2012 Weekly Pay: Starting min + tips Ending \_\_\_\_\_

Reason for Leaving: offered new job

Name and Address of Employer Professional Educational Services Group

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

Your Position and Duties Delivered instructional programs. Followed lesson plans, daily schedules + procedures

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting 12.50 Ending \_\_\_\_\_

Reason for Leaving: new job

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: Jori Harrison Telephone No. (\_\_\_\_) TOEICScoring@ETS.org

Address Ewing NJ

Occupation: Process Coordinator Relationship: Co worker / Supervisor Number of Years Acquainted: 3

Name: Debi Guich Telephone No. (\_\_\_\_) dguich.aol.com

Address Ewing NJ

Occupation: Scoring Reader Relationship: Co worker Number of Years Acquainted: 7

Name: Carol Dempster Telephone No. (707) 332-7652

Address 116 La Brea Ct.

Occupation: Cook Relationship: Boyfriend Number of Years Acquainted: 20+

**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**

*Yana Bonditsch*

**Date**

*Dec 20, 2017*



Francisco Larranaga &lt;francisco@acrobatoutsourcing.com&gt;

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**Customer Service Employment for NFL Game on Christmas Eve**

1 message

Lana Boroditsch &lt;a583730ccd823cacbdd92e6c076496b1@reply.craigslist.org&gt;

Tue, Dec 19, 2017 at 6:51 PM

To: qckzj-6430268652@job.craigslist.org

Dear Hiring Manager,

I am writing to apply for employment at the NFL Game on Christmas Eve.

I have customer service, cashier, food service, and hospitality experience.

Thank you for your consideration.

Sincerely, Lana Boroditsch

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**Lana Boroditsch****116 La Brea Street****Vallejo, Ca 94591****(707)654-7994****spires45@hotmail.com****EMPLOYMENT HISTORY:****2011-2016 Scoring Professional-Educational Testing Services-Princeton, New Jersey****TOEIC (Test of English for International Communication)**

I work for an English language writing program. TOEIC promotes education for adult English language learners around the world. I use assessment guidelines to evaluate written responses. I follow rubrics, apply grammar and usage rules, and consult with co-workers to process workloads. I stay organized and keep my computer updated with system requirements.

**2016-2017 Hostess/Reservationist Puccini and Pinetti****MetWest Terra Hospitality San Francisco, California**

I was a hostess at this Italian restaurant that is affiliated with Hotel Abri. I greeted and seated guests. I answered phones providing information about the restaurant, hotel, and the San Francisco area. I placed and confirmed reservations in Open Table system. I resolved issues and collaborated with servers, cooks, and bar staff to ensure guest satisfaction. I worked with managers to organize large party requests, seating arrangements, and special menus. I placed room service orders in Micros system.

**2011-2012 Waitress-Sushi-ya Restaurant-Ann Arbor, Michigan**

I was a waitress at this popular college town restaurant. I learned extensive sushi menu, provided fast, friendly service during peak lunch and dinner service. Placed orders and used POS touchscreen to close out tabs, cleaned server stations, and replenished supplies.

**2008-2009 Hostess/Server at Grizzly Peak Brewery-Ann Arbor, Michigan**

As a hostess, I seated guests, took reservations, and maintained a wait list. I organized server sections and checked in waitstaff at the beginning of shifts. I answered phones, set up tables for large parties, and wrote out daily specials. I communicated with staff to provide an memorable experience for guests.

**2005-2011 Substitute Teacher-Ann Arbor, Michigan Public School District**

I delivered instructional programs to K-12 classes in the absence of the regular teacher. I followed lesson plans, daily schedules, and other school procedures in the classroom while providing a flexible and creative learning experience for students.

**2006-2007 Information Resources Associate-University of Michigan****AAEL: Art, Architecture, and Engineering Library**

At the circulation desk I directed inquiries and explained how to access information resources. I worked with public providing knowledgeable customer service to locate library materials. My tasks also included membership services, processing materials, collecting fines, and selling supplies.

**Education: University of Michigan, Ann Arbor-Psychology BA 1998****University of California, Berkeley-L&S Requirements 1994-1996**

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Original craigslist post:

<https://sfbay.craigslist.org/sby/fbh/6430268652.html>

About craigslist mail:

<https://craigslist.org/about/help/email-relay>

Please flag unwanted messages (spam, scam, other):

<https://craigslist.org/mf/af0a0fa4cdcb4bef45874e63be8a9d528db9ab09.1>

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