

Acrobat

outsourcing

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

First and Last Name: Melissa Fintelman
Email: Melissa.Fintelman@yahoo.com
Phone number: 281-802-0293

Working Experience:

Company Name: Sharon Four Points Hotel
Dates of Employment: 1-2013, 3-2017

Job Responsibility:

- Prepping bar
- Serving customers
- Replenish food
- Closing down bar
- Dropping money

Company Name: Argmark Services
Dates of Employment: 2-2011 - 12-2013

Job Responsibility:

- Set up bars
- Served all customers
- Closed down bar
- Drop money

Company Name: Advanced Communications of Telco
Dates of Employment: 4-1998 - 1-2011

Job Responsibility:

- Co-ordinator
- All customer service
- AR & AP

Skills

- Customer Service
-
-
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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 Melissa Finkelman Date: 12-23-17
Home Telephone () _____ Other Telephone 281 802-8293
Present Address 8206 Oakwood Hollow Street
Permanent Address, if different from present address: Houston, TX 77040
Email Address Melissa.Finkelman@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Bartender, etc. Salary desired: 15.00 hr.
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 Craig Rust 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? 12-24-17

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>ALL</u>	<u>ALL</u>	<u>ALL</u>	<u>ALL</u>	<u>ALL</u>	<u>ALL</u>	<u>ALL</u>
PM	<u>↓</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>	<u>↓</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?
Univ. of Houston	Houston TX	Associates	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>YES</u>	NO
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>YES</u>	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."		<u>YES</u>	NO
Special: <u>TAB, Excel, Microsoft Word, any POS, 2am</u> <u>very reliable, responsible, outgo</u>			

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 Sharon Four Points Hotel 16455 Katy Pk

Type of Business Hotel Bar Telephone No. 281 501-4600 Supervisor's Name Rudy Corrente

Your Position and Duties Head Bar Tender/Hotel Corporate Bar
Stock bar for opening, all transactions, closed bar.

Dates of Employment: From 1-13 To 3-17 Weekly Pay: Starting 10.00 Ending 15.00

Reason for Leaving Got married - decided to retire

Name and Address of Employer Ceramark Surveys Wortham

Type of Business Center Telephone No. 832-487-7000 Supervisor's Name Irma Dorant

Your Position and Duties Bartender for all events

Dates of Employment: From 2-11 To 12-13 Weekly Pay: Starting 7.00 Ending 8.00

Reason for Leaving Was offereed time job at hotel

Name and Address of Employer Advanced Communications of Texas

Type of Business Detail Telephone No. 713 827-7971 Supervisor's Name Gary Finkelstein

Your Position and Duties Co. owner, all customer service, A/R
Shipping and receiving

Dates of Employment: From 1990 To 1-2011 Weekly Pay: Starting 1000 Ending 1200

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Reason for Leaving: My husband and I owned the company we got divorced

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: No

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No 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: Rich Jablick Telephone No. (708) 417-0567

Address: 1880 Post Oak Blvd. #412

Occupation: Retired Relationship: Co. Worker Number of Years Acquainted: 12

Name: Cindy Williams Telephone No. (281) 402-1200

Address: 1623 Campbell Rd

Occupation: Bartender Relationship: Co. Worker Number of Years Acquainted: 7 yrs

Name: Heather Jones Telephone No. (281) 678-4848

Address: 14214 Spring Trail

Occupation: Bartender Relationship: Co Worker Number of Years Acquainted: 5 years



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

Melissa Intelman

Date

12-13-17

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 0.825 ?

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

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? 21 ✓

14) What are the acceptable forms of ID for alcohol purchases? State issued ID or DL ✓

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

Interview Note Sheet

Applicant Information

Name: <u>Melissa Finkelman</u>	Interviewer: <u>Annika</u>
Date: <u>12/23/17</u>	Rate of Pay:
Position (s) Applied for: <u>Barner / Bartender / Cashier</u>	Referred by: <u>Craig's 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 12 in Food Service/Hospitality

personable
out going
customers love her
great memory
responsible reliable

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

Transportation

<input checked="" type="checkbox"/> Car	<input type="checkbox"/> Public Transit	<input type="checkbox"/> 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	<u>Northwest</u>	

Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

<input checked="" type="checkbox"/> Open	<input type="checkbox"/> AM only	<input type="checkbox"/> PM only	<input type="checkbox"/> Weekdays only	<input type="checkbox"/> 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	<input checked="" type="checkbox"/> Non-Slip Shoes	Bow Tie
					Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: