

Acrobat

outsourcing

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

First and Last Name: Alex Jackson
Email: _____
Phone number: _____

Working Experience:

Company Name: tmO.

Dates of Employment: —

Job Responsibility:

- Random - everything.
- Customer Service -
- Cleaning.

Company Name: _____

Dates of Employment: _____

Job Responsibility:

- Organization.
- Cashier
- tmO. Labor

Company Name: _____

Dates of Employment: _____

Job Responsibility:

- Computer Skills.
- Lexnex, WINDX
- Acrobat.
- Power point.

Skills
Inventory.

-
-
-
-

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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 Alex Jackson Date: 12-23-17
Home Telephone () - - Other Telephone (832) 988-4808
Present Address 1401 Redford St Houston TX
Permanent Address, if different from present address: -
Email Address Alex Jackson 184@gmail.com

EMPLOYMENT DESIRED

Position applying for: 3 Salary desired: 1

Are you currently registered with any staffing and/or employment agencies? If so, please list

UPS, TMD

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 band carrier 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? 1st Day

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>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>
PM	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>No</u>							

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 NS

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?
EHS	Houston	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."			
Are you computer literate? If so, list software knowledge under "Special."		YES <u>YES</u>	NO <u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO <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	NO <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 X No If so, may we contact your current employer? Yes No X

Name and Address of Employer TMO

Type of Business Temp Telephone No. () Supervisor's Name

Your Position and Duties All / Any

Dates of Employment: From 03-16 To Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving Still employed

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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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: Brenda Carrier Telephone No. (832) 888-7173

Address _____

Occupation: Walmart Relationship: Sister Number of Years Acquainted: 24yr.

Name: Jasmine Carrie Telephone No. (832) 589-8116

Address _____

Occupation: Student Relationship: Friend Number of Years Acquainted: 15yr.

Name: Jim Johnston Telephone No. (713) 454-4749

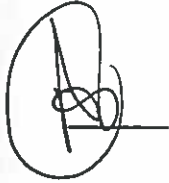
Address _____

Occupation: _____ Relationship: Friend Number of Years Acquainted: 1yr.

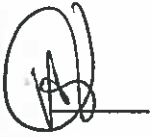
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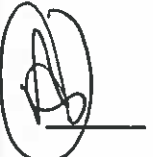
Please Read Carefully, Initial Each Paragraph and Sign Below



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.



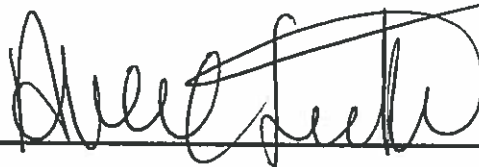
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.



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



Date



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?

Ca. 2.5% or something like (9¢ on \$1.00)

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

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?

ID / Dr. lise

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

25 / \$500

Interview Note Sheet

Applicant Information	
Name: <u>Alexandra Jackson</u>	Interviewer: <u>Cynthia</u>
Date: <u>12/23/17</u>	Rate of Pay:
Position (s) Applied for: <u>runner / cashier / prep work</u>	Referred by: <u>Brendy Carrier</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
<p style="text-align: right; margin-right: 50px;">Total of <u>8 years</u> in Food Service/Hospitality</p> <p><u>She is awesome with customers</u> <u>wants to learn new things</u> <u>open to learn new things</u></p>

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

Transportation		
Car	<u>Public Transit</u>	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	<u>South side</u>	

Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other <u>THRC</u>	Will Submit

Availability				
<u>Open</u>	AM only	PM only	Weekdays only	Weekends only

Uniforms Owned:					
Bistro	Black Bistro	Tuxedo	<u>1/2 Tuxedo</u>	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	Bow Tie
				Other: _____	

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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