

## 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 Nelly Pinto Lanza Date: 01-17-18  
 Home Telephone ( ) \_\_\_\_\_ Other Telephone (415) 265-7281  
 Present Address 37 Rosa Parks Ln San Francisco CA 94103  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address nellypinto@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 \_\_\_\_\_ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐ Craiglist

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		✓	✓	✓	✓	✓	
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 \_\_\_

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

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
City college	San Francisco		No
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	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 1455 Market St Guckenheimer.com

Type of Business Kitchen Telephone No. (415) 830 1925 Supervisor's Name Mark

Your Position and Duties Prep-cook

Dates of Employment: From 1-17 To

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

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 \_\_\_\_\_

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 \_\_\_\_\_

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: Richie Telephone No. (630) 330 4117

Address \_\_\_\_\_

Occupation: chef cook Relationship: friend Number of Years Acquainted: 2 years

Name: Chris Telephone No. (415) 377 4510

Address \_\_\_\_\_

Occupation: Chef Relationship: \_\_\_\_\_ Number of Years Acquainted: 2 months

Name: Daniel Baas Tzek Telephone No. (415) 429 9840

Address \_\_\_\_\_

Occupation: Delivery Relationship: friend Number of Years Acquainted: 3 years

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

N.P. 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.

N.P. 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.

N.P. 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.

N.P. 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.

N.P. 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 Nelly P. Souza Date 1-17-18

# Nelly Pinto

37 Rosa Parks Lane  
San Francisco, CA.94103

Tel (415)265-7281  
[nellypinto@ymail.com](mailto:nellypinto@ymail.com)

## Objective

To contribute to an organization success through the use of my skills in a challenging capacity, experience and my proven ability to effectively handle multiple responsibilities.

## Qualifications

- A commitment to service excellence and customer satisfaction
- Excellent communication skills with the ability to communicate clearly effectively in all situations
- Be a fast learner, cheerful, with a positive attitude
- Exceptional organizational ability, attention to detail, and ability to multi-task further with added duties expected
- A strong team player yet still able to work independently with minimal supervision
- Bilingual – Spanish / English.
- Ability to understand and carry out oral and written instructions and request clarification when needed
- Class C driver's license

## Work History

### Go Green think Green

San Francisco, CA

03/2011 - Present

#### Janitor

- Ensured buildings are very clean and well maintained and offices, hallways, bathrooms, lobby are presentable.
- Clean the kitchen room, take out garbage, recycle, clean and organize storage, laundry as need it
- Maintain an adequate supply of paper towels, toilet paper, deodorizer, etc....
- Performed a full range of custodial duties in a large building setting
- Sweep, mop, and vacuum

### Grove Café

San Francisco, CA

09/2012 to 08/2013

#### Barista /Cashier/Customer Service

- Greeted and welcomed customers entering the restaurant and took their orders.
- Informed customers about modes of payment available at the restaurant and took payments.
- Prepared specialty coffee, served bakery items, and prepared food, such as sandwiches or salads.
- Maintained a calm demeanor during periods of high volume or unusual events.
- Followed operational policies and procedures, including those for cash handling and safety and security.
- Maintained a clean and organized workspace.
- Provided quality beverages, whole bean, and food products consistently for all customers by adhering to all recipe and presentation standards.
- Followed health, safety and sanitation guidelines for all products.
- At the end of shift, balanced the amount of money I took in with the total sales recorded.

### Arlequin Food to Go

San Francisco, CA

08/2005 – 11/2012

#### Cashier and Customer Service

- Greeted and welcomed customers entering the restaurant and took their orders.
- Informed customers about modes of payment available at the restaurant and took payments.
- At the end of shift, balanced the amount of money I took in with the total sales recorded.

## Education

ESL Level 6  
Food handler

SF City College, CA  
On line

01/2012 – 12/2012  
04/05/16 Exp. Date 04/05/19



**Prep Cooks Test**

**Score**         / 20

Fill-in the Blank (1 point each)

1) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

2) Diced : to cut into very small pieces when uniformity of size and shape is not important.

\_\_\_\_\_ 3) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- ☒ a. Sweat
- b. Boil
- c. Roast
- d. Grill

\_\_\_\_\_ 4) What is a Julien cut?

- ☒ a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

\_\_\_\_\_ 5) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- ☒ e. Fry

\_\_\_\_\_ 6) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- ☒ b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

\_\_\_\_\_ 7) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- ☒ c. Liquid
- d. Oil

\_\_\_\_\_ 8) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- ☒ b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

**Prep Cooks Test**

**Score / 20**

- \_\_\_\_\_ 9) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
  - b. Mince, chop, dice
  - c. Chop, dice, Mince
  - ☒ d. Mince, dice, chop
- \_\_\_\_\_ 10) What is the temperature range of the danger zone?
- a. 25-135
  - b. 40-140
  - ☒ c. 50-160
  - d. 30-130
- \_\_\_\_\_ 11) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - ☒ b. Baking Powder
  - c. Flour
  - d. Water
- \_\_\_\_\_ 12) Which is the improper way to thaw frozen food?
- a. In the fridge
  - b. In a sink with cold water
  - ☒ c. On the counter
  - d. In the microwave
- \_\_\_\_\_ 13) Food should be left out no more than
- a. 2 hours
  - ☒ b. 3 hours
  - c. 4 hours
  - d. 5 hours
- \_\_\_\_\_ 14) What is Al Dente?
- a. Firm but not hard
  - b. Soft to the touch
  - ☒ c. Very hard
  - d. Very soft
- \_\_\_\_\_ 15) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
  - b. Salt
  - ☒ c. Brown Sugar
  - d. White Sugar



**Prep Cooks Test**

**Score**           / 20

\_\_\_\_\_ 16) How do you blanche vegetables?

- ☒ a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

\_\_\_\_\_ 17) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- ☒ b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

\_\_\_\_\_ 18) What does the term braise mean?

- a. Sear quickly on both sides
- ☒ b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

\_\_\_\_\_ 19) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- ☒ c. Salad Greens
- d. Spices

\_\_\_\_\_ 20) A gallon is equal to \_\_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- ☒ d. 128



10) Decaffeinated coffee is 100% caffeine free?

- ☒ a) True
- b) False

11) What are the basic ingredients in a cappuccino?

- a) Coffee, Milk, Foam
- ☒ b) Espresso, Foam
- c) Espresso, Steamed Milk, Foam
- d) Espresso, Cream, Foam

12) What is a café au lait?

- ☒ a) Coffee, Steamed Milk
- b) Coffee, Cold Milk
- c) Coffee, Cream, Sugar
- d) Espresso, Cold Milk

13) What does "half caf" mean?

- a) Half cream and half regular milk
- b) Half as much coffee as normal
- ☒ c) Half regular and half decaf coffee

14) What does it mean when a customer requests their cappuccino "dry"?

- a) Less milk and more foam
- ☒ b) No milk and lots of foam
- c) Extra foam
- d) No foam and no milk

15) What is an Americano?

- a) Regular drip coffee
- ☒ b) Espresso with water
- c) Coffee with cream
- d) Iced coffee

- \_\_\_\_\_ 1) After brewing a pot or kettle of coffee how long is the coffee good for until you need to re-brew?
  - a) 20 minutes
  - b) 30 minutes
  - c) 60 minutes
  
- \_\_\_\_\_ 2) What are the basic ingredients of a Latte?
  - a) Milk, Espresso, Whipped Cream
  - ☒ b) Espresso, Steamed Milk
  - c) Water, Espresso, and Foam
  
- \_\_\_\_\_ 3) When making cup of tea for a customer, how long should you tell the customer to let the tea bags steep?
  - a) 2 minutes
  - ☒ b) 4 minutes
  - c) 5 minutes
  
- \_\_\_\_\_ 4) When steaming milk for a beverage, what temperature should you steam the milk to?
  - a) 150-160 degrees
  - b) 190-200 degrees
  - c) 120-130 degrees
  
- \_\_\_\_\_ 5) Once an Espresso Shot has been pulled from an Espresso machine, how long do you have to mix the shot with other liquid before the shot goes bad?
  - ☒ a) 8 seconds
  - b) 20 seconds
  - c) 10 seconds
  
- \_\_\_\_\_ 6) What do you do if a customer says their latte does not taste like there is espresso in it?
  - a) Tell them you made the drink according to the recipe so it should be fine
  - b) Apologize to the customer, then add another shot of espresso to their drink and encourage the customer to return
  - ☒ c) Apologize to the customer and remake their drink according to standards
  - d) Walk away and have another barista remake their drink
  
- \_\_\_\_\_ 7) You can re-steam milk \_\_\_\_\_?
  - a) Only Once
  - ☒ b) Never
  - c) Sometimes
  - d) Always
  
- \_\_\_\_\_ 8) What is the proper ratio of coffee grounds to water?
  - ☒ a) 2 Tablespoons coffee to 6oz water
  - b) 2 Tablespoons coffee to 8oz water
  - c) 1 Tablespoon coffee to 6oz water
  - d) 2 Teaspoons coffee to 8oz water
  
- \_\_\_\_\_ 9) A customer requests a non-dairy coffee beverage and you are out of soy, what actions do you take?
  - a) Make their drink with regular milk and hope they do not notice
  - b) Apologize and ask the customer to come back tomorrow
  - ☒ c) Apologize and inform the customer we are out of soy, and offer a beverage alternative
  - d) Inform your manager we are out of soy