

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 Sonja Shepherd Date: 1-17-2018
 Home Telephone (95) 252-0236 Other Telephone () _____
 Present Address 243 East 16th St. Pittsburg
 Permanent Address, if different from present address: same
 Email Address drahpshs@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Server, Sof Bartender, Food Prep Salary desired: \$18.00
 Are you currently registered with any staffing and/or employment agencies? If so, please list
Total Success
 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 ☒
 Other Web Posting ☐ Other Source ☐ Craigslist
 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		3-11	3-11	3-11	3-11	3-11	1-11

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? Bart 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?
Laney College	Oakland, CA	AA Liberal Arts	Yes - High Honors
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: Food Handler Certificate, Cashier experience, know word perfect			

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 Total Success Staffing, San Bruno CA
 Type of Business Food Service Telephone No. (415) 225-9004 Supervisor's Name Staci
 Your Position and Duties Wait Staff, Soft Bartender, Cash Checker
& Greeter
 Dates of Employment: From 5/2015 To Present
 Reason for Leaving: Seek more work

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 _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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: Computer skills (Navy 1993-2001)

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Ann Marie Telephone No. (510) 619-6666

Address: Oakland, CA

Occupation: Wait Staff Relationship: co-worker Number of Years Acquainted: 1

Name: Totah Success - Lisa Ahmed Telephone No. (650) 225-9009

Address: San Bruno

Occupation: Office - Food Service Relationship: mgmt Number of Years Acquainted: 1

Name: Totah Success - Steve Maliki Telephone No. (650) 225-9004

Address: San Bruno

Occupation: Mgr. Food Service Relationship: mgmt Number of Years Acquainted: 1

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** _____

RESUME OF SONJA SHEPHARD
Pittsburg, California
drahpehs@yahoo.com
(925) 252-0236

WORK EXPERIENCE:

TOTAL SUCCESS STAFFING

May 2015- Present

Duties:

As Wait Staff, experience in fine dining; including seated dinners and buffet events.

Experience bartending at small private events and large company events; serving beer, wine, champagne and a signature cocktail.

Experience in Food Prep including plating. Have a current Food Handlers Certificate.

Also have experience as a greeter at children events and experience as a coat checker.

BEST REPS- (Please Do Not Contact this Current Employer)

January 2018- Present

Duties:

Food Demos at major retail stores. Food Preparation and sales.

STRENGTHS:

Punctual, Team Player, and a Hard Worker.

REFERENCES AVAILABLE UPON REQUEST.

Applicant Information

Name: Sonja Shepherd

Interviewer: JB

Date:

Rate of Pay: 14.50

Position (s) Applied for: B&W / serving / cash / can

Referred by: C-list

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%		/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Serving - staffing agency
- buffet -
- table service - 1 yr

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

Transportation

Car

Public Transit

Carpool (Rider / Driver) UBER

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:

Afternoons

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:

Name Sonja Shepherd
Score 25/35

Servers Test

Multiple Choice

71%

- a 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
- d 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
- t 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 dining 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

Match the Correct Vocabulary

d Scullery

B Queen Mary B

A Chaffing Dish

B French Passing

B Russian Service E

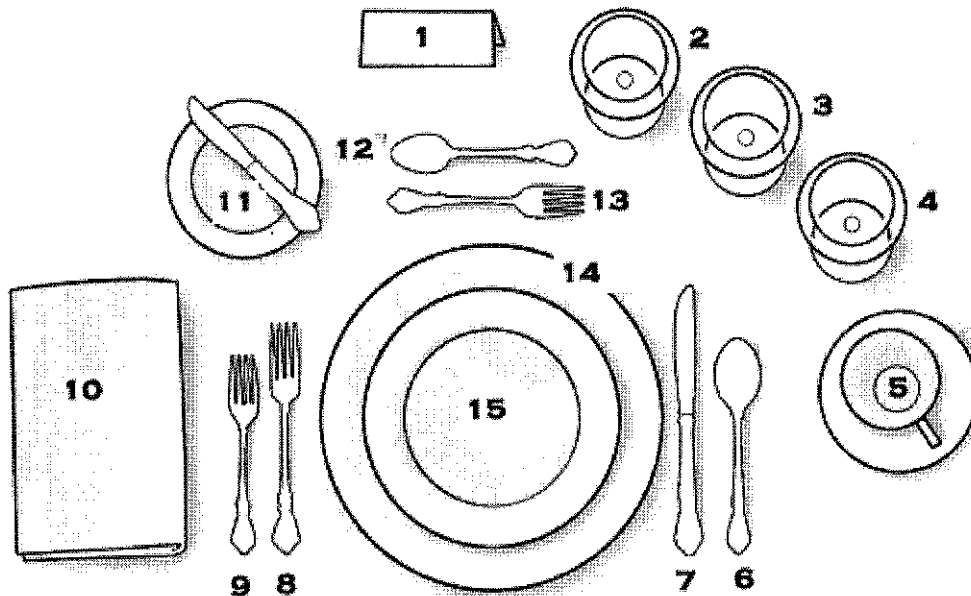
F Corkscrew

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 Sonja Shephard
Score / 35

Servers Test



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>8</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>5</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>12</u> | Teaspoon | <u>3</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>4</u> | Wine Glass (White) |
| <u>2</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 12 in inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream & sugar
- Synchronized service is when: several servers all go to one table till done then next
- What is generally indicated on the name placard other than the name? table number
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
go to front of line, tell head server

Prep Cooks Test

Score 11 / 20

Fill-in the Blank (1 point each)

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

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

d 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

a 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

b 5) Which of the following means to cook in a small amount of fat?
a. Season
b. Sauté
c. Broil
d. Boil
e. Fry

C 6) Which spoon is used to remove fat from soups and stews
a. Basting Spoon
b. Ladle
c. Slotted Spoon
d. Portion Spoon

C 7) When you poach something, you cook it with what?
a. Noodles
b. Vegetables
c. Liquid
d. Oil

C 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 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 10) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

 11 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 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 13) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

 14 14) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

 15 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

9

16) How do you blanch 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

b

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

b

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

a

19) Mesclun are what type of vegetable?

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

d

20) A gallon is equal to _____ ounces

- a. 56
- b. 145
- c. 32
- d. 128

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Sanja Shephard

Start Date: 1/17/10

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: 14.50 F.O.H. 15.35 Overtime Rate(s) of Pay: 1.5x

Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☒ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☒ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Jane Goehner
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

1/17/18
(Date)

Sonja Shephard
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

1-17-2018
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

DIRECT DEPOSIT FORM

New



Cancel



Today's Date

01-18-2018

Last Name

Shepherd

First Name

Sonja

MI



Address

243 East 16th Street

Apartment #

City

Pittsburg

State

CA

Zip Code

94565

Social Security Number

282-66-5070

Date of Birth

07-05-1959

Bank Name

Bank of the West

Checking



Savings



Other



Routing Number

121100782

Account Number

023681990

Please agree to



By selecting this I
my net pay or port
or its service or pe
credited to my acc
deposited correctly

I also acknowledg
understand that if I
Number that beg
understand that wh

SONJA SHEPHARD

243 E. 16th ST.
PITTSBURG, CA 94565

90-78/1211

1083

**PAY
TO THE
ORDER OF**

VOID

\$

DOLLARS



Security features
are indicated
Details on back

BANK OF THE WEST

PITTSBURG BRANCH
2900 RAILROAD AVE.
PITTSBURG, CA 94565
1-800-488-2265

FOR

Direct Deposit - Acrobat

MP

⑆121100782⑆ 023681990⑆ 1083

deposit
employer,
not be
being

sited. I
transit
ount. I

Sonja Shephard

Print Name

Sonja Shephard

Employee Signature

1/18/2018

Date

GLOBAL CASH CARD FORM

Notes

Replacement

Cancel

7

Today's Date _____

		-		-	2	0		
--	--	---	--	---	---	---	--	--

Last Name

[illegible]

First Name

[illegible]

MI

Address

[illegible]

Apartment #.

City

[illegible]

State

Zip Code

Social Security Number

[illegible]

Date of Birth

		13			13				
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INFORMATION TO BE COMPLETED BY AROBAT REPRESENTATIVE ISSUING CARD
INCLUDE A PHOTOCOPY OF THE CARD WITH THIS FORM:

ACCOUNT NUMBER (16-digits)

1	4	3	4	-	0	0	0	2	-	5	3	3	0	-	0	9	4
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Branch Office: CF

Completed By:

Global Cash Card | 7 Corporate Park, Suite 130 | Irvine, CA 92606 | CSR: 1-888-220-4477

Payroll Statements can be viewed online at: www.globalcashcard.com

I hereby release Aerobat Outsourcing the following information to establish my Global Cash Card account and enroll into an automatic payroll deposit. I authorize Aerobat Outsourcing to debit/credit my account. I have verified my information above and understand that any cash card charges incurred are my responsibility. I agree to the terms and conditions under which Global Cash Card Prepaid ATM Card is issued.

Please agree to the following:

By selecting this check box, you have agreed to the following statement. I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

I also acknowledge it is my responsibility to enter the correct Bank Transit Number and Account Number as to where I want my payroll funds deposited. I understand that if I enter incorrect information that it may delay or prevent my payroll funds being deposited to my accounts. I also acknowledge that any Bank Transit Number that begins with the number 5 is NOT a valid Bank Transit Number and WILL prevent my payroll funds from being deposited into my account. I understand that when Payroll receives the funds back through the banking system it will be paid on the next available pay date.

Print Name _____

Employee Signature

Date _____



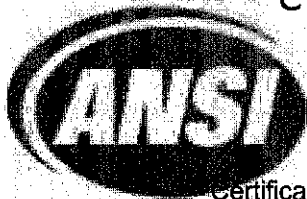
eFoodHandlers

Certificate of Completion

Is Awarded to

SONJA SHEPHARD

In recognition for completing
eFoodHandler Basic Safety Course
CALIFORNIA Version



ANSI ACCREDITED PROGRAM
CERTIFICATE ISSUER

Certificate ID: 2018b1700030

Issued: 08/31/2020

Expires: 08/31/2021

Official Issuer: 



