

## 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 Matthew Thomas Henry Hobbs Date: 1-22-18  
 Home Telephone (415) 499-2935 Other Telephone ( ) \_\_\_\_\_  
 Present Address 17 Francis Street San Francisco, CA  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Mthh1991@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server, busser Salary desired: \$14 + tips if possible  
 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: 1-22 To: Any  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral ☒ Name of Referral Greg Hobbs 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? 1-22-18

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
	<u>ANY</u>	<u>ANY</u>	<u>ANY</u>	<u>ANY</u>	<u>ANY</u>	<u>ANY</u>	<u>ANY</u>
AM							
PM							
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? about a year ago  
 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?
Discovery High	Yreka, CA	12	Yes
College of the Siskiyous	Weed, CA	1	NO
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 Handlers card, POS - Aloha, Micros., Wine training course			

## 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 X If so, may we contact your current employer? Yes \_\_\_ No \_\_\_

Name and Address of Employer The Grove 301 Hayes St S.F., CA  
 Type of Business Restaurant Telephone No. (415) 624-3953 Supervisor's Name Sarah  
 Your Position and Duties Ran food, serve drinks, pre-buss / buss tables, Side work, restock restaurant.  
 Dates of Employment: From 12-24-17 To 1-7-18  
 Reason for Leaving: Not enough hours.

Name and Address of Employer Hard Rock Cafe 11539 Concourse S.F. CA  
 Type of Business Restaurant Telephone No. (415) 956-7013 Supervisor's Name Jorge Cuevas  
 Your Position and Duties Greet guests, take drink orders, answer / suggest items, run food, enter orders into POS, prebuss tables, side work  
 Dates of Employment: From 2-15-17 To 12-23-17  
 Reason for Leaving: Loss of hours, Not enough days.

Name and Address of Employer Palmino 345 Spear St. San Francisco, CA  
 Type of Business Restaurant Telephone No. (415) 512-7400 Supervisor's Name Eloy Garcia  
 Your Position and Duties Greet guests, run food, put orders into POS, prebuss tables, set up dining room, & side work

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Dates of Employment: From 2-3-17 To 7-15-17

Reason for Leaving: Only stayed at one job

Name and Address of Employer Wipeout pier 39 concourse San Francisco, CA

Type of Business Restaurant Telephone No. (415) 986-5966 Supervisor's Name Kiki Rigals

Your Position and Duties Greet guests, take food/drink orders, put orders into POS, prebuss tables, run food/drink

Dates of Employment: From 8-15-16 To 1-20-17

Reason for Leaving: Found a different job

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 ☒  
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: David Buzzell Telephone No. (415) 312-0142

Address San Francisco CA

Occupation: Server Relationship: coworker/friend Number of Years Acquainted: 3+

Name: Jos Pique Telephone No. (415) 655-6592

Address Oakland, CA

Occupation: Server Relationship: coworker/friend Number of Years Acquainted: 2+

Name: Milica Bada Telephone No. (415) 691-1683

Address San Francisco CA

Occupation: Server Relationship: coworker/friend Number of Years Acquainted: 3

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

MH

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.

MH

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.

MH

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.

MH

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.

MH

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.

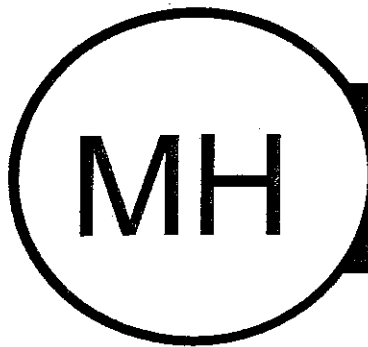
I hereby acknowledge that I have read and understand the above statements.

**Applicant's Signature**

Matthew Hobbs

**Date**

1-22-18



## EXPERIENCE

### SERVER - HARD ROCK CAFÉ – MAR. 2017 – PRESENT

I greeted guests in a timely manner and introduced myself by name. I let the guests know about any specials going on. Took drink orders, made suggestions on appetizers, and/or took order. Ran drinks and appetizers to guests. Took orders and prepped table for food to be delivered. Entered orders into POS system. Also, did running side work as needed.

### SERVER - WIPEOUT - AUG. 2016 – MAR. 2017

I greeted guests in a timely manner. I would take beverage orders promptly, as they were looking over the menu. I would bring them their beverages and ask if they had any questions, if so, I would answer them and give suggestions as needed. I would take food orders and enter them into the POS. I would pre-bus tables as needed.

### BUSBOY - WATERFRONT RESTAURANT - MAY 2016 – AUG 2016

I would set tables, clean tables and then reset them. I would set-up the whole front of the restaurant and open it. I would bring customers waters, bread, and butter. I would also do other work when needed when the restaurant got busy such as host, run food, or take orders.

## OBJECTIVE

I have relocated here to the San Francisco Bay Area and I am seeking employment to help get myself better established. I have experience in the Food/Beverage field and I am seeking a company that will help me grow in this area. Also, one that I can share my experience from previous jobs with.

## SKILLS

I have good communication skills and am attentive to the guests. I am team oriented and work well with others to achieve good customer service. I work well under pressure. Professional and friendly; able to provide good customer service. Hard worker and willing to grow with company. Attentive and committed to quality service. Integrity with performance.

## EDUCATION

### COLLEGE OF THE SISKIYOU

I started my general education. I took two semesters worth of classes. I haven't decided what major or direction that I would like to go with my schooling. I am in the process of going back.



MTHH1991@GMAIL.CO  
M



(415)499-2935



Name Matthew Hobbs

**Servers Test**

Score / 35

**Multiple Choice**

D 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

D 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**

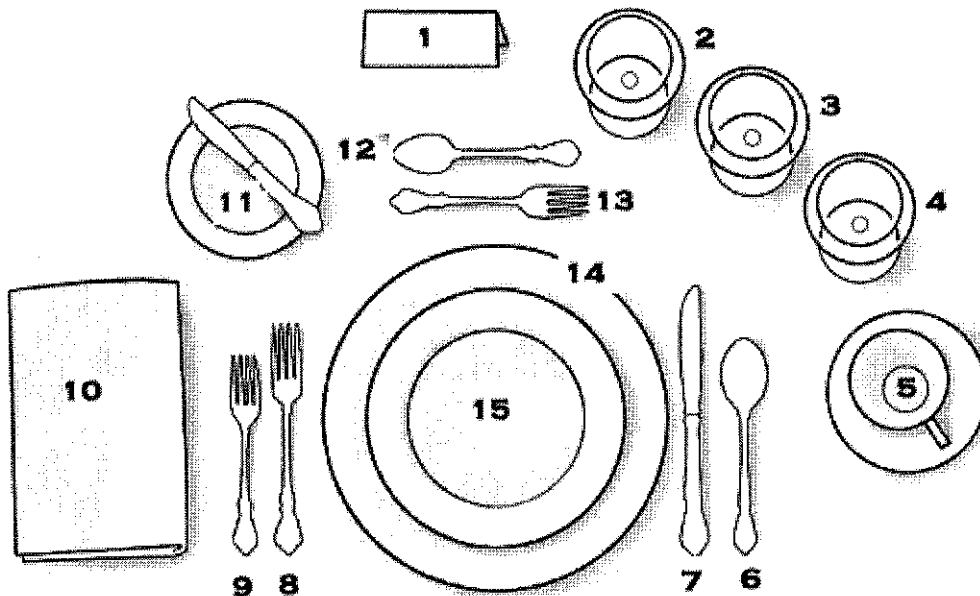
- D Scullery
- F Queen Mary
- A Chaffing Dish
- B French Passing
- G Russian Service
- F Corkscrew
- C Tray Jack

- 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 \_\_\_\_\_

**Servers Test**

Score      / 35



**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 21 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar, milk/cream
- Synchronized service is when: Everything is placed and cleared at the same time
- What is generally indicated on the name placard other than the name? \_\_\_\_\_
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock or between
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? 3-9  
Tell them their options or ask the chef.



**Dishwasher Test**

**Score / 10**

C 1) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

AD 2) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

C 3) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

C 4) What should you do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

A 5) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

F 6) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chaffing dishes)
- d) Harsh chemicals
- e) All of the above

B 7) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

D 8) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

C 9) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

VD 10) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

