

## 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 Mirna L Avalos Date: 1/24/18  
 Home Telephone (415) 716-4394 Other Telephone ( ) \_\_\_\_\_  
 Present Address 99 School ST Daly city 94014  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Mirnaavalos2@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Barista 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 ☐

Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes ☒ No \_\_\_\_\_ If hired, on what date could you start working? 1/28/14

**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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.) \_\_\_\_\_

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: 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: Liz Estrella Telephone No. (510) 363-44-10

Address 1398 mission ST SF

Occupation: Cashier Relationship: CO-Worker Number of Years Acquainted: 8

Name: Karen Beberly Telephone No. (415) 307-9195

Address WORK FOR CITY COUNTY

Occupation: \_\_\_\_\_ Relationship: Customer Number of Years Acquainted: 5

Name: Karen Arias Telephone No. (415) 676-1848

Address Daly CITY San Bruno Ave

Occupation: Barista Relationship: CO-workers Number of Years Acquainted: 4

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- 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