

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 Sharon F Gibson Date: 1/23/2018
Home Telephone (346) 801-0667 Other Telephone () _____
Present Address 5454 W. Gulf Breeze Apt 410
Permanent Address, if different from present address: _____
Email Address ShayArmStrong346@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 Destiny Starns 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? right away

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>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>
PM	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>

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 _____

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Your Hospitality Staffing Professionals

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?
Alief Taylor H.S.	Houston TX	yes	yes
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:			

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 Stafford, TX Houston

Type of Business UPS warehouse Telephone No. 713 789-4006 Supervisor's Name Joe

Your Position and Duties package handler / loading Trucks

Dates of Employment: From 2014 To Jan 2018

Reason for Leaving: relocated

Name and Address of Employer Stafford, Houston TX

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

Your Position and Duties _____

Dates of Employment: From June 2016 To 2017

Reason for Leaving: relocated

Name and Address of Employer Brair Forest Dr. Houston TX

77077

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Your Hospitality Staffing Professionals

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: Kemari Johnson Telephone No. (346) 279-6842

Address _____

Occupation: Passing Out Relationship: Sup Number of Years Acquainted: 8

Name: Gloria Giff Telephone No. (713) 720-8130

Address 18406 W. Harrison Cir

Occupation: Day Care Relationship: Sup Number of Years Acquainted: 10

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

SG

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.

SG

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.

SG

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.

SG

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.

SG

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

Sharon Gibson

Date

1/23/2018

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

First and Last Name: Sharon Gibson
Email: Shayann5trana346@gmail.com
Phone number: 346-801-0667

Working Experience:

Company Name: UPS Warehouse
Dates of Employment: 2014 - 2015
Job Responsibility:

- - unloading Trucks
- - package handler
-
-

Company Name: Chic Fita
Dates of Employment: 2016 - 2017
Job Responsibility:

- - prep Food
- - serve Food
- - cooked
-

Company Name: Kroger
Dates of Employment: produce
Job Responsibility:

- - stock shelves
-
-
-

Skills

-
-
-
-

Name Sharon Gibson
Servers Test Score / 35

Multiple Choice

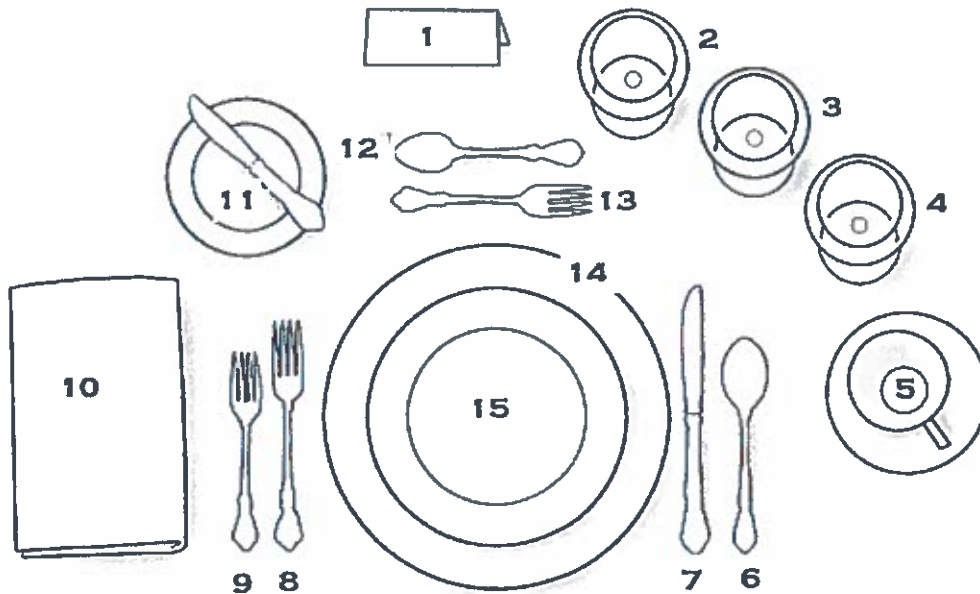
- 1) Food is served on what side with what hand?
☒ a) On the left side with the left hand
☐ b) On the left side with the right hand
☐ c) On the right side with the left hand
☐ d) On the right side with the right hand
- 2) ☒ Drinks are served on what side with what hand?
☐ a) On the left side with the 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
- 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
- 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
- 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
- 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

- | | | | |
|----------|-----------------|-------------------------------------|--|
| <u>E</u> | Scullery | <input checked="" type="checkbox"/> | Metal buffet device used to keep food warm by heating it over warmed water |
| <u>C</u> | Queen Mary | <input checked="" type="checkbox"/> | 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) |
| <u>A</u> | Chaffing Dish | <input checked="" type="checkbox"/> | Used to hold a large tray on the dining floor |
| <u>G</u> | French Passing | <input checked="" type="checkbox"/> | Area for dirty dishware and glasses |
| <u>B</u> | Russian Service | <input checked="" type="checkbox"/> | Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>X</u> | Corkscrew | <input checked="" type="checkbox"/> | Used to open bottles of wine |
| <u>D</u> | Tray Jack | <input checked="" type="checkbox"/> | Style of dining in which the courses come out one at a time |

Name Sharon Gibson
Score / 35

Servers Test



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>2</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> x	Wine Glass (Red)
<u>9</u>	Dessert Fork x	<u>13</u> x	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u> x	Service Plate
<u>15</u>	Salad Plate	<u>4</u> x	Wine Glass (White)
<u>2</u>	Water Glass x		

Fill in the Blank

- The utensils are placed 5 x inch inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream & Sugar
- Synchronized service is when: Beau upon or needed ~~x~~
- What is generally indicated on the name placard other than the name? Greeting ~~x~~
- The Protein on a plate is typically served at what hour on the clock? Counter Clockwise ~~x~~
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
give the guest what they are asking for ~~x~~

Interview Note Sheet

Applicant Information	
Name: <u>Sharon Gibson</u>	Interviewer: <u>Carmela Povea</u>
Date: <u>2/13/18</u>	Rate of Pay:
Position (s) Applied for: <u>warehouse boss, utility work</u> <u>server, Grill cook, prep cook</u>	Referred by: <u>Destiny Storns</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths

Total of 10 years in Food Service/Hospitality

Caring
 polite
 Dependable
 punctual
 Follows Direction / instruction

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

Transportation

Car ☒ Public Transit 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 North West

Certifications (if any)

TIPS Serv-Safe LEAD Other _____ ☒ Will Submit

Availability

☒ Open AM only PM only Weekdays only Weekends only

Details:

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:

