

## Employment Application

816-501-9087

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 Jessica Lynn Johnson Date: Jun 31, 2018  
 Home Telephone (415) 897-1927 Other Telephone ( )  
 Present Address 391 Ellis St. San Fran. CA 94102  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address jljohnson8282@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server, host, busser Salary desired: \$14.00  
 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: \_\_\_\_\_ To: \_\_\_\_\_  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral ☒ Name of Referral Jonathan 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? 2-1-18

**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
AM	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>
PM	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</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 ☐  
 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.) \_\_\_\_\_

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Pursuant to the San Francisco Fair Chance Ordinance, 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?
Duwigia Union High	Duwigia CA	GED	GED
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> 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	<input checked="" type="radio"/> 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

Denny's Restaurant

Type of Business

restaurant

Telephone No.

972 271-0117

Supervisor's Name

Rhonda Stone

Your Position and Duties

open, prep, train, serve, host, cashier, inventory, stockroom.

Dates of Employment: From 2/2017 To 06/2017

Weekly Pay: Starting 2.13 + tips Ending 2.13 + tips

Reason for Leaving: moved

Name and Address of Employer

Apple Bees

Type of Business

restaurant

Telephone No.

Permanently closed

Supervisor's Name

Charles Baker

Your Position and Duties

host, server, took orders, trained new people, cashier, brushed my tables, cleaned up store.

Dates of Employment: From 04/2016 To 02/2017

Weekly Pay: Starting 2.13 + tips Ending 2.25 + tips

Reason for Leaving: moved / ex military husband

Name and Address of Employer

Penn Station

Type of Business

restaurant

Telephone No.

931 538 3616

Supervisor's Name

Jessica West

Your Position and Duties

opener, closer, shift leader, cashier, host, server, food prep, trainer.

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

Dates of Employment: From 10/2011 To 08/2016 Weekly Pay: Starting 217.25 Ending 8.75

Reason for Leaving: divorced

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 X  
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: Jeffrey Harper Telephone No. (415) 794-4431  
Address: 2416 Citrus Heights CA.

Occupation: maintinance Relationship: mentor Number of Years Acquainted: 10+

Name: Sheila Smith Telephone No. (916) 225-4358  
Address: SGCaramento CA.

Occupation: Teacher Relationship: teacher Number of Years Acquainted: 25+

Name: Scott Young Telephone No. (916) 997-6542  
Address: SGCaramento CA

Occupation: preacher Relationship: preacher Number of Years Acquainted: 5+

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



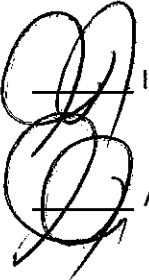
I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. 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.

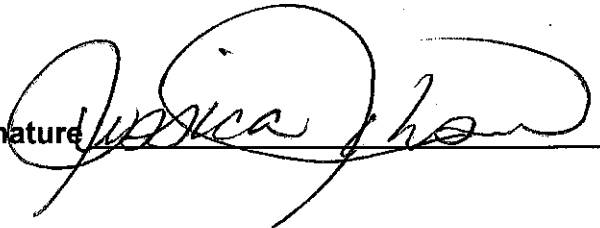


I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

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**

1-31-18

# **Jessica Lynn Johnson**

San Francisco, CA

Jljohnson8282@gmail.com

(415) 637-2201

*I am a energetic skilled server with 15 years experience in costumer service skills to provide outstanding service to customers, support my colleagues, and add value and grace to your establishment.*

## **Experience**

### **Dennys Restaurant Dallas Tx ( 02/2017-06/2017)**

- I greeted and sat the guest.
- I took the orders and served the food.
- I bussed the tables.
- I cashed out my guest.

### **Applebees Restaurant Clarksville TN (04/2016-01/2017)**

- I sat up my stations
- I greeted and sat my guest.
- I took my guest orders food and drink orders.
- I served and bussed my tables.
- I cashed out my guest.

### **Penn Station East Coast Subs Clarksville TN (10/2011-02/2016)**

- I opened and closed the restaurant.
- I was a shift leader.
- I did all scheduling for all of my crew.
- I did all hiring and firing for the store.

## **Education**

2000 Dowagiac Union High School graduate.

I am a very dependable woman that learns very fast, and is very organized and motivated and doing whatever I set my mind to. I feel that I would make a great addition to your company because I'm always eager to learn new things and my open availability and determination at being the best me I can be.



## Servers Test

### Multiple Choice

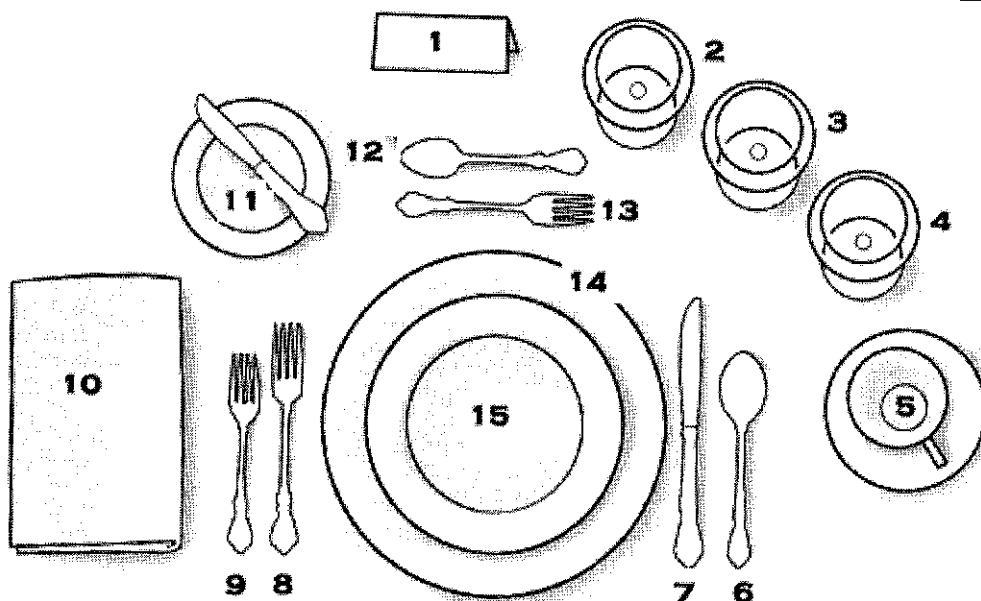
- DB 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- B 2) Drinks are served on what side with what hand?  
a) On the left side with 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
- DE 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  
E Queen Mary  
A Chaffing Dish  
B French Passing  
B Russian Service  
E 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**

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

**Fill in the Blank**

- The utensils are placed 2 inches <sup>11</sup> inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream & Sugar spoon.
- Synchronized service is when: you receive everything at once.
- What is generally indicated on the name placard other than the name? see table & seat #
- 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?  
tell the cook!