

Acrobat

outsourcing

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

First and Last Name: Jamie Nelson
Email: jamieallnelson@yahoo.com
Phone number: 832-970-0756

Working Experience:

Company Name: A'B J CONSTRUCTION.
Dates of Employment: JUNE 17 - JAN 18.
Job Responsibility:

- PROJECT MANAGEMENT
- PURCHASING
- SCHEDULING CLIENTS & STAFF
- INVENTORY & CONTRACT COMPLIANCE

Company Name: FOR BOND Toyota.
Dates of Employment: SEP16 - JUN 17.
Job Responsibility:

- DATA ENTRY
- CUSTOMER SERVICE
- INVENTORY

Company Name: S&B CONSTRUCTION
Dates of Employment: JAN 16 - JUN 16
Job Responsibility:

- PIPE FITTING
- HYDRO TESTING
- READING BLUE PRINTS
- FORKLIFT OPERATION

Skills

- CARRIBEAN CHEF
-
-
-



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 JAMIE NELSON Date: 02.27.18
Home Telephone () Other Telephone (832) 970-0756
Present Address 1029 CHANTELOUP DR. HOUSTON TX 77041
Permanent Address, if different from present address: _____
Email Address jamiednelson@yahoo.com.

EMPLOYMENT DESIRED

Position applying for: SERVER 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 CHARMAINE MURRAY 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? 03.05.18

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 | OPEN | OPEN | OPEN | OPEN | OPEN | OPEN | OPEN |
| PM | OPEN | OPEN | OPEN | OPEN | OPEN | OPEN | OPEN |

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 N/A. 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.) _____

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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? |
|--|-------------------|---|-----------------------------|
| San Juan Gov't School | TRINIDAD & TOBAGO | GRADUATED | Yes. |
| Houston Community College | Houston Texas | ENGINEERING DRAFTING | No. |
| Do you have any special licenses, certificates or special training? If so please list under "Special". | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| Are you computer literate? If so, list software knowledge under "Special". | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special". | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 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="checkbox"/> | NO <input type="checkbox"/> |
| Special: CARIBBEAN DELICACY CHEF. | | | |

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 NONE.

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

Your Position and Duties _____

Dates of Employment: From JUNE 17 To JAN 18

Reason for Leaving: CONTRACT COMPLETED

Name and Address of Employer A P J CONSTRUCTION

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

Your Position and Duties PROJECT MANAGEMENT & PURCHASING, SCHEDULING ETC.

Dates of Employment: From SEP 16 To JUN 17

Reason for Leaving: GOT A BETTER OPPORTUNITY.

Name and Address of Employer FORT BEND TOYOTA

Type of Business SALES Telephone No. (817) 342-0568 Supervisor's Name RUAN ONGAL

Your Position and Duties DATA ENTRY, CUSTOMER SERVICE, SALES & INVENTORY

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Dates of Employment: From JAN 16 To JUNE 16

Reason for Leaving: CONTRACT COMPLETED

Name and Address of Employer SBR CONSTRUCTION, CENTER STREET, PASADENA TX.

Type of Business CONSTRUCTION Telephone No. (409) 617-9612 Supervisor's Name BRANDON LAGIG

Your Position and Duties PIPE FITTER, HYDRO TESTING, READING BLUE PRINTS. FORKLIFT OPERATION.

Dates of Employment: From SEP 02 To JUL 15 - CITY OF HOUSTON - INSPECTOR.

Reason for Leaving: FAMILY REASONS.

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: CHARMAINE MURRAY Telephone No. (832) 475-2719

Address _____

Occupation: HOSPITALITY Relationship: FRIEND Number of Years Acquainted: 8+

Name: DEB GLASCO Telephone No. (504) 616-4277

Address 11929 CHANTELOUP DR., HOUSTON TX 77047

Occupation: PLANT TECHNICIAN Relationship: FRIEND Number of Years Acquainted: 20+

Name: RYAN ONEAL Telephone No. (832) 613-5663

Address _____

Occupation: FINANCE MANAGER Relationship: FRIEND Number of Years Acquainted: 6+



Please Read Carefully, Initial Each Paragraph and Sign Below

JA

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.

JN

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.

JN

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.

JN

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.

JN

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

2-27-18

Servers Test

Multiple Choice

A X 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

B + 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

B ✓ 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

A X 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 dinning 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

G ✓ Russian Service

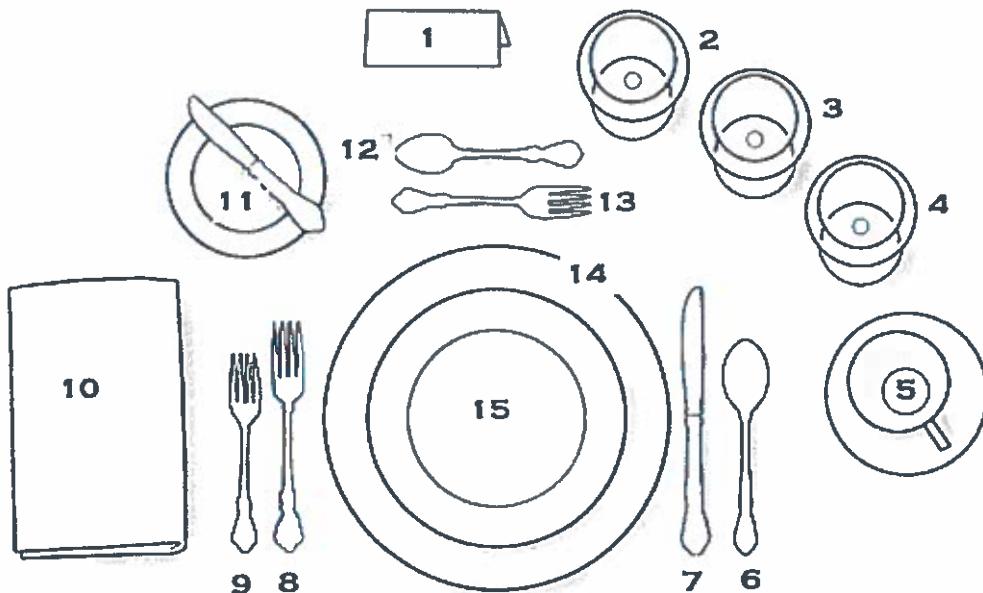
F ✓ Corkscrew

E ✓ 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 _____ Score / 35

Servers Test



Match the Number to the Correct Vocabulary

- 10 ✓ Napkin
- 11 ✓ Bread Plate and Knife
- 1 ✓ Name Place Card
- 12 ✓ Teaspoon
- 9 ✓ Dessert Fork
- 6 ✓ Soup Spoon
- 15 ✓ Salad Plate
- 4 ✓ Water Glass

- 8 ✓ Dinner Fork
- 5 ✓ Tea or Coffee Cup and Saucer
- 7 ✓ Dinner Knife
- 2 ✓ Wine Glass (Red)
- 10 ✓ Salad Fork
- 14 ✓ Service Plate
- 3 ✓ Wine Glass (White)

Fill in the Blank

1. The utensils are placed 3" inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? BREAD ROLL'S BUTTER
3. Synchronized service is when: DISHES ARE BROUGHT OUT ONE AFTER THE OTHER
4. What is generally indicated on the name placard other than the name? NAME OF THE RESTAURANT.
5. The Protein on a plate is typically served at what hour on the clock? 4:15 3:15.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

SHOW THE GUEST OUR GLUTEN-FREE OR VEGETARIAN MENU.

Interview Note Sheet

Applicant Information

| | |
|--|---------------------------------|
| Name: <u>Jamie Nelson</u> | Interviewer: <u>Celeny Diaz</u> |
| Date: <u>2/27/18</u> | Rate of Pay: |
| Position(s) Applied for: <u>Banquet server</u> <u>Dishwasher</u> <u>Cashier</u> | Referred by: |

Test Scores

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

He has no banquet serving experience.
He would like to learn.

We will keep him in mind for our next Acrobat academy.

Total of 4 in Food Service/Hospitality

- willing to learn
- customer service skills
- Dependable

Restaurant- dishwasher (2 or 3 months)

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

Southeast

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other

TABC

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:

