

Acrobat

outsourcing

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

First and Last Name: JAMIE NELSON
Email: jamiadnelson@yahoo.com
Phone number: 832-970-0756

Working Experience:

Company Name: A & J CONSTRUCTION.

Dates of Employment: JUNE 17 - JAN 18.

Job Responsibility:

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

Company Name: FORT BEND TOYOTA.

Dates of Employment: SEP 16 - 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
- . FORK LIFT OPERATION.

Skills

- . CARIBBEAN CHIEF.
- .
- .
- .

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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 11929 CHANTELOUP DR. HOUSTON TX 77047.
Permanent Address, if different from present address: _____
Email Address jamielnelson@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 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 Yes If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes ___ No Yes If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes Yes ___ No ___

If hired, can you present evidence of your legal right to live and work in this country? Yes 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 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	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: 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. (877) 342-0568 Supervisor's Name RUAN ORSAL.

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 SPB CONSTRUCTION, CENTER STREET, PASADENA TX.

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

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

Dates of Employment: From SEP 09 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: DEA GLASCO. Telephone No. (504) 616-4277

Address 11929 CHATELoup 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

JN

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

Multiple Choice

- A ☒ 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
- A ☒ 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 ☒ 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

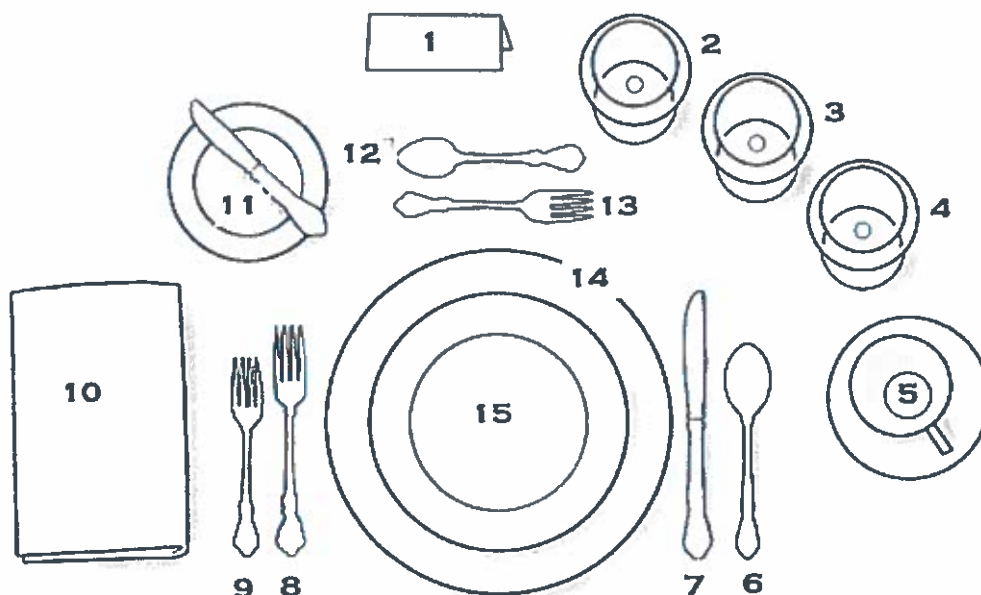
- D ☒ Scullery
E ☒ Queen Mary
A ☒ Chaffing Dish
B ☒ French Passing
G ☒ Russian Service
F ☒ Corkscrew
C ☒ Tray Jack

- 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

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)

13 ✓ Salad Fork

14 ✓ Service Plate

3 ✓ Wine Glass (White)

Fill in the Blank

- The utensils are placed 3" inch (es) from the edge of the table. ✓
- Coffee and Tea service should be accompanied by what extras? BREAD PLATE & BUTTER ✓
- Synchronized service is when: DISHES ARE BROUGHT OUT ONE AFTER THE OTHER ✓
- What is generally indicated on the name placard other than the name? NAME OF THE RESTAURANT ✓
- The Protein on a plate is typically served at what hour on the clock? 9:15 3:15 ✓
- 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>Dishwasher</u> <u>banquet server</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
<u>Part-Time</u>

Relevant Experience & Summary of Strengths	
<p>He has no banquet serving experience.</p> <p>He would like to learn.</p> <p>We will keep him in mind for our next Acrobat academy.</p> <p>Restaurant- dishwasher (2 or 3 months)</p>	<p>Total of <u>4</u> in Food Service/Hospitality</p> <ul style="list-style-type: none"> - willing to learn - customer service skills - Dependable

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

Transportation		
<u>Car</u>	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	<u>Southeast</u>	

Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other <u>TABC</u>	Will Submit

Availability				
<u>Open</u>	AM only	PM only	Weekdays only	Weekends only

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:
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