

# Acrobat

outsourcing

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

First and Last Name:

Charmaine Murray

Email: Charmaine.murray7@yahoo.com

Phone number: 832-475-7439

Working Experience:

Company Name: Arch Hospitality Staffing

Dates of Employment: 1/2017 to Present

Job Responsibility:

- Server
- Cashier
- Bar Tending
- Cook

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 
- 

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

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- 
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Skills

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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 Charmaine Murray Date: 2-27-18  
 Home Telephone (832) 475-7439 Other Telephone (832) 836-2719  
 Present Address 10010 Cullen Blvd # 736 Houston Texas 770-  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Charminemurray1@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Server Salary desired: Open  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
Arch Staffing  
 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: Present To: Until Contract is completed.  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral  Name of Referral Brittany 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? \_\_\_\_\_

**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	/	/	/	/	/	/	/
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.) \_\_\_\_\_



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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?
S. J. Golden H.S.	Brooklyn, New York	12	Yes
Lone Star College	Humble, Texas	1.5 years	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:			

### **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

**Name and Address of Employer** Arch Staffing of Hospitality

Type of Business Hospital Telephone No. (281) 631-5900 Supervisor's Name

### Your Position and Rules

Dates of Employment: From 1/2017 To Present

Reason for Leaving: Did Not Leave

Name and Address of Employer City of Houston

Type of Business Communication Telephone No. ( unknown ) Supervisor's Name unknown  
Your Position and Duties 911 telecommunication: assisting in taking and handling of emergency calls for Police, Ambulance, Fire

Dates of Employment: From 3/89 To 5/2009

Reason for Leaving: I am Retired

**Name and Address of Employer**

Type of Business \_\_\_\_\_

Telephone No. ( ) Supervisor's Name

### Your Position and Duties



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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: BRITANY Telephone No. (281) 677-1954

Address: Unknown

Occupation: Hospitality Relationship: Friend Number of Years Acquainted: 8 mos

Name: Edgar Telephone No. 832 613-1844

Address: Unknown

Occupation: Hospitality Relationship: Friend Number of Years Acquainted: 8 mos

Name: GRACE Telephone No. 832 705-2404

Address: Unknown

Occupation: Hospitality Relationship: Friend Number of Years Acquainted: 8 mos



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

*(initials)* 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.

*(initials)* 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.

*(initials)* 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.

*(initials)* 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.

*(initials)* 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

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

C

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

P

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

C

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**

E Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

D Queen Mary

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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

G French Passing

D. Area for dirty dishware and glasses

B Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

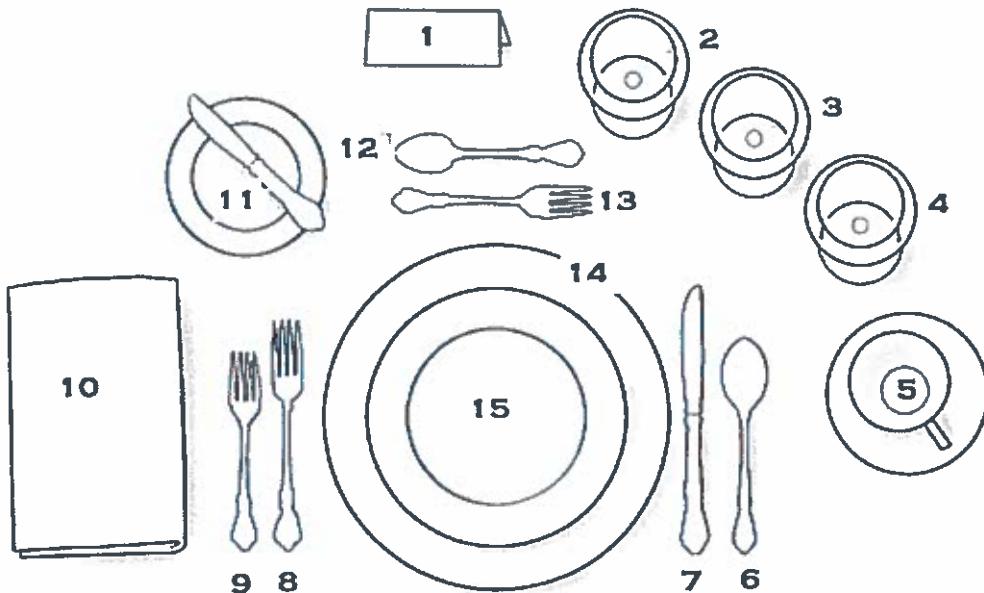
F. Used to open bottles of wine

C Tray Jack

G. Style of dining in which the courses come out one at a time

Name Charmaine Murphy Score 135

**Servers Test**



**Match the Number to the Correct Vocabulary**

- 10 ✓ Napkin
- 11 ✓ Bread Plate and Knife
- 1 ✓ Name Place Card
- 12 ✓ Teaspoon
- 13 ✓ 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)
- 9 ✓ Salad Fork
- 1 ✓ Service Plate
- 3 ✓ Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed one inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream and Sugar
3. Synchronized service is when: everyone placed together.
4. What is generally indicated on the name placard other than the name? X
5. The Protein on a plate is typically served at what hour on the clock? 6 O'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

X No, let them know that you will get their request after everyone is served.

## Interview Note Sheet

### Applicant Information

Name: Charmaine Murray

Date: 2/27/18

Position(s) Applied for:

Serving, Cook, Bartender, Cashier

Interviewer:

Camille

Rate of Pay:

Referred by:

Brittany McGahey

### 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

Total of 4 in Food Service/Hospitality

When she works she gives 200%

Dedicated

Always asked to come back

Hard working

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

Center of Houston

### Certifications (if any)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

### Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details

### Uniforms Owned:

wire 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 Acrobat?

Convention Candidate?

Other Languages Spoken:

