

# 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:

- .
- .
- .
- .

## 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 77036  
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: Unit Completed  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☒ Name of Referral Bethany 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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?
G.J. Zilden 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	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input type="radio"/> 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 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 Arch Staffing & Hospitality

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

Your Position and Duties Server

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 and 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: B.R. Hany 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





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

ew 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.

ew 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.

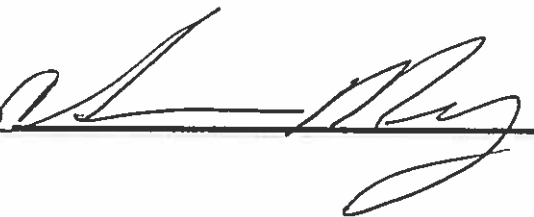
ew I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

ew 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.

ew 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**

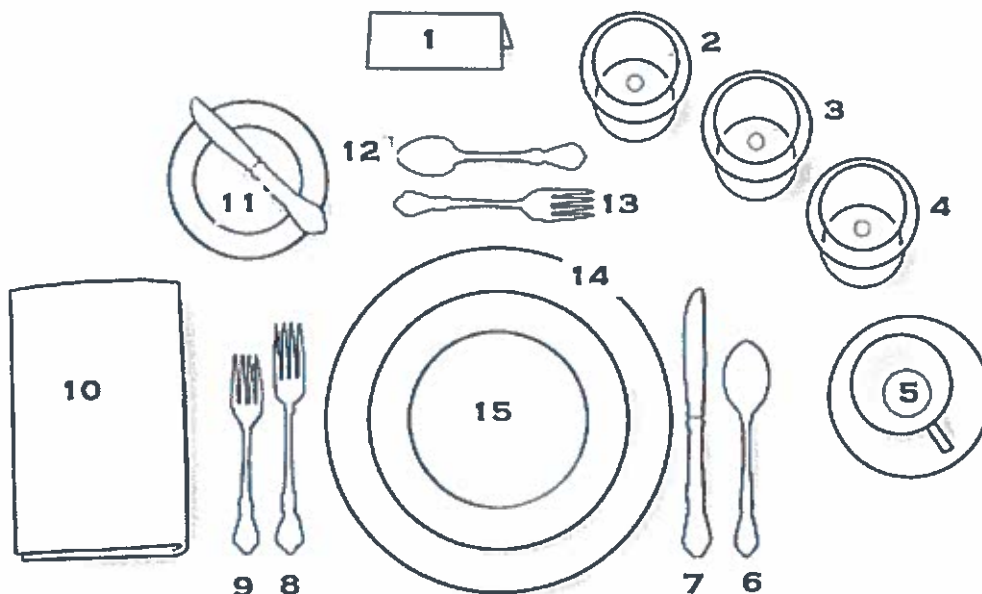
- A ✓ 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- ck ✓ 2) Drinks are served on what side with what hand?  
a) On the left side with 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
- ck ✓ 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 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        | ✓ A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>D</u> ✓ 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) |
| <u>A</u> ✓ Chaffing Dish   | ✓ C. Used to hold a large tray on the dining floor  |
| <u>G</u> ✓ French Passing  | ✓ D. Area for dirty dishware and glasses  |
| <u>B</u> ✓ Russian Service | ✓ E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> ✓ Corkscrew       | ✓ F. Used to open bottles of wine   |
| <u>C</u> ✓ Tray Jack       | ✓ G. Style of dining in which the courses come out one at a time  |

Name Charmaine Murrey  
Score / 35

### Servers Test



### Match the Number to the Correct Vocabulary

- |                                   |   |
|-----------------------------------|---|
| <u>10</u> ✓ Napkin                | <u>8</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> ✓ Wine Glass (Red)             |
| <u>13</u> ✓ Dessert Fork          | <u>9</u> ✓ Salad Fork                   |
| <u>6</u> ✓ Soup Spoon             | <u>14</u> ✓ Service Plate               |
| <u>15</u> ✓ Salad Plate           | <u>3</u> ✓ Wine Glass (White)           |
| <u>4</u> ✓ Water Glass            |   |

### Fill in the Blank

- The utensils are placed one inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream & Sugar
- Synchronized service is when: everyone placed together
- What is generally indicated on the name placard other than the name? X
- The Protein on a plate is typically served at what hour on the clock? 10 O'clock
- 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: <u>Charmaine Murray</u>	Interviewer: <u>Camille</u>
Date: <u>2/27/18</u>	Rate of Pay:
Position (s) Applied for: <u>Serving, cook, bartender, Cashier</u>	Referred by: <u>Brittany McGloey</u>

### 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:

white 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: \_\_\_\_\_

