

## 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 Brian Hayes Date: 2-28-18  
 Home Telephone (510) 566-0293 Other Telephone (510) 889-6987  
 Present Address 18173 Carmel Drive Castro Valley CA 94546  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address bhayes510@live.com

### EMPLOYMENT DESIRED

Position applying for: Greeter, Server Salary desired: \$18

Are you currently registered with any staffing and/or employment agencies? If so, please list

yes, pared

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 Craigslit 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? ASAP

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"/>		

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

No

### 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

Carrie, we have worked events together

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 ☐

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Your Hospitality Staffing Professionals

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.) \_\_\_\_\_

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?
Castro Valley High	CV, CA	Diploma	X
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: CPR/AED Certified, I have computer proficiency, And a great attitude.

## 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 Attack Marketing  
Type of Business Marketing Telephone No. ( ) Supervisor's Name Francesca  
Your Position and Duties Brand Ambassador, Rep Brand

Dates of Employment: From 2/14 To 10/16  
Reason for Leaving: not enough hours

Name and Address of Employer Taste Catering  
Type of Business waiter/server Telephone No. ( ) Supervisor's Name Ivan Mendoza  
Your Position and Duties at catering events

Dates of Employment: From 1/14 To 11/16  
Reason for Leaving: \_\_\_\_\_

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

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

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

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: Ryan Peck Telephone No. (510) 684-125

Address: Castro Valley

Occupation: Sheriff Relationship: work/church Number of Years Acquainted: 10

Name: Sven Thorgren Telephone No. (925) 914-7304

Address: Bay Area

Occupation: Server Relationship: work Number of Years Acquainted: 1

Name: Gabe Herzog Telephone No. (510) 917-0052

Address: Castro Valley / Oakland

Occupation: Artist Relationship: Bike Club Number of Years Acquainted: 6

**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.

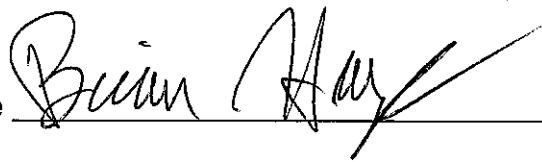
\_\_\_\_\_ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local 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**



# BRIAN HAYES

18173 Carmel Drive Castro Valley, CA, 94546 United States 5105660293 bhayes510@live.com

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## PROFESSIONAL EXPERIENCE

Don Jose's, Castro Valley, CA United States

Waiter, September 2015 – Current

- Greet customers and seat them according to their preferences and restaurant availability.
- Take orders and provide information about menu items.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Prepare checks that itemize and total meal costs and sales taxes, then run various forms of payment for customer.

Mama Cho's Barbeque/C&H Meats, Castro Valley, CA United States

Cashier/Meat Clerk, Oct 2015 – November 2016

- Be the first point of contact for customers, and explain to them what the store and restaurant have to offer.
- Observe all store rules, Company policies, and state/federal health regulations.
- Follow approved procedures for receiving, weighing, processing and breaking down/cutting meat products.
- Assist in wrapping and labeling product as required.
- Contribute to controlling freshness and product quality, and comply with all Safety Policies and Procedures.
- Greet all customers and provide them with prompt and courteous service or assistance.

Attack! Marketing, San Francisco, CA United States

Brand Ambassador, Feb .2014 – October 2016

- Responsible for providing outstanding customer service, and representing the brand in public.
- Focus on driving the brand by working effectively with team members, and always keeping a positive attitude.
- Worked first event as lead after one month on the job.

Taste Catering, San Francisco, CA United States

Waiter, Jan 2014 – November 2016

- Provide exemplary guest service through all forms of banquet service, carving stations, bartending, running food during events, replenishing product and supplies in compliance with event standards.
- Ensure that events are properly equipped and executed by transporting, setting up and breaking down.

Chabot Swim Club, Castro Valley, CA United States

Lifeguard, May 2006 – Dec 2014

- Examine injured persons and administer first aid or cardiopulmonary resuscitation, if necessary, using training, medical supplies and equipment.
- Inspect recreational facilities for cleanliness.
- Observe activities in assigned areas, to detect hazards, disturbances, or safety infractions.
- CPR/AED and First Aid certified.
- Establish and maintain correspondence with all club members and their guests.
- Work as a team to make sure club runs efficiently and provide excellent customer service.



## **EDUCATION**

Castro Valley High School, Castro Valley, CA United States  
*Received High School Diploma*

Chabot College, Hayward, CA United States  
*Mass Communications Candidate, Jun 2016*

## **EXTRA CURRICULARS**

- Leadership (3 years)
  - ❖ Freshman Treasurer
  - ❖ Junior Treasurer
  - ❖ Senior Treasurer
- Sports
  - ❖ Cross Country (2 years)
  - ❖ Volleyball (2 years)
  - ❖ Soccer (1 year)
  - ❖ Swimming (2 years)
- Voted Most Outgoing, Most School Spirit, and Most Optimistic in High School





Name

Brian Hayes

**Servers Test**

Score 30 / 35

**Multiple Choice**

- B 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
- d 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

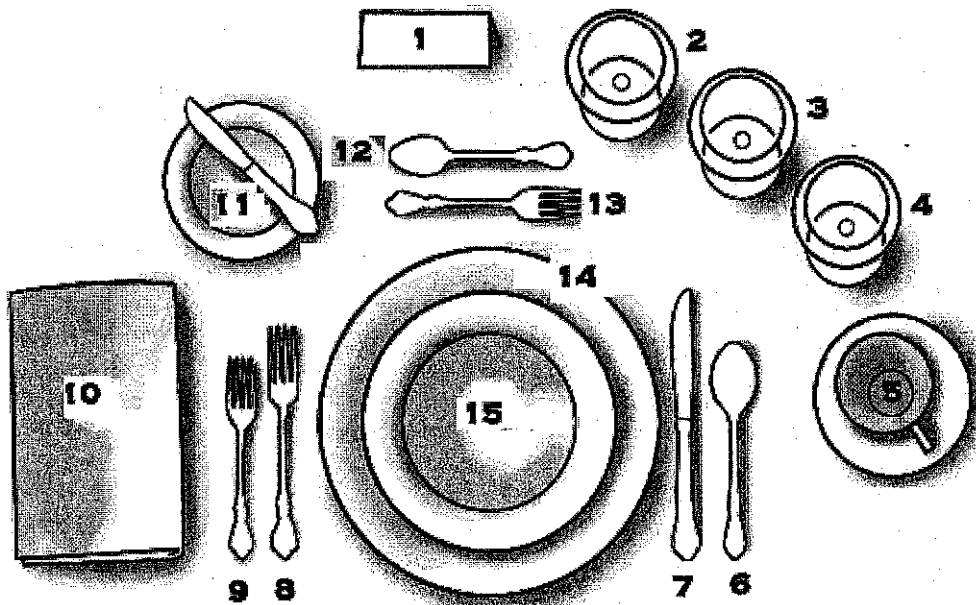
**Match the Correct Vocabulary**

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | <del>A</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>F</u> Queen Mary      | <del>B</del> 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   | <del>C</del> Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | <del>D</del> Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | <del>E</del> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <del>F</del> Used to open bottles of wine   |
| <u>C</u> Tray Jack       | <del>G</del> 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	13	Wine Glass (Red)
13	Dessert Fork	9	Salad Fork
6	Soup Spoon	14	Service Plate
15	Salad Plate	7	Wine Glass (White)
4	Water Glass		

**Fill in the Blank**

- The utensils are placed 2 1/2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream + sugar
- Synchronized service is when: we serve at
- What is generally indicated on the name placard other than the name? #
- The Protein on a plate is typically served at what hour on the clock? 77
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

let kitchen know captain expedite

**Cashier Test**

Score 12 / 15

B 1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

a 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

d 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

C 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

C 6) What is the current sales tax rate in your city 9.75?

C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

a 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

a 11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

a b 12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

✓ 14) What are the acceptable forms of ID for alcohol purchases? State ID

15) How many \$20 bills are in a bank band? SD 100