

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 Jackie Dale Hays Date: 3/2/18
 Home Telephone (415) 7679496 Other Telephone (415) 81650964
 Present Address 56 Julian Avenue
 Permanent Address, if different from present address: _____
 Email Address jagelsv1@gmail.com

EMPLOYMENT DESIRED

Position applying for: Any Salary desired: Any
 Are you currently registered with any staffing and/or employment agencies? If so, please list
None

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 _____ 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	<u>ANY</u>						
PM							

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

None

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 ☐

Type of Business Restaurant Telephone No. () Supervisor's Name
Your Position and Duties Server

Dates of Employment: From 2/13 To 5/13

Reason for Leaving: moved

Name and Address of Employer Olive Garden #7 Vallejo

Type of Business Restaurant Telephone No. () Supervisor's Name
Your Position and Duties Server

Dates of Employment: From 10/04 To 7/05

Reason for Leaving: moved

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: Telephone No. ()

Address

Occupation: Relationship: Number of Years Acquainted:

Name: Telephone No. ()

Address

Occupation: Relationship: Number of Years Acquainted:

Name: Telephone No. ()

Address

Occupation: Relationship: Number of Years Acquainted:

Jackie Hays

56 Julian Avenue

San Francisco, CA 94103

415-767-9496

<https://www.linkedin.com/in/jackie-hays-b17a1451/>

Employment

The Olive Garden

Food/Wine Server

10/2014 - 12/2014

It was my responsibility to ensure each guest receives a genuine Hospitaliano experience so well it is post worthy by being attentive, anticipating, being knowledgeable of the menu and wine pairing to SIE (suggest, inform, endorse) guests based on their preferences, serving in a timely manner for Pronto Lunch or a relaxing dinner, keeping the restaurant clear of any hazards, pre-bussing, and making all children feel special and important.

Howard Johnson

Front Desk

8/2014 - 12/2014

I greeted guests in a professional, courteous manner; timely check guests into their rooms; made reservations using SoftHotel; liaison between guest and owners addressing needs and concerns; handle all financial transactions.

The Stinking Rose

Food & Wine Server/Banker

2/2013 - 5/2013

Attained highest online regards on the Open Table Review; Knew entire menu and ingredients; Took food and beverage orders serving guest orders in a timely manner; Entered orders using the handheld Micros system; Handled all financial transactions; Kept section clean and free of hazards; Provided excellent customer service in a professional, friendly, and courteous manner; Built relationships with guests from all over the world.

Olive Garden

Food & Wine Server/Banker

10/2004 - 7/2005

100% Guest Satisfaction attained; Knew entire menu and ingredients; Made wine pairing suggestions based on food selection and preference; Took food and beverage orders serving guest orders in a timely manner; Entered orders using POS; Handled all financial transactions; Kept section clean and free of hazards; Provided excellent customer service in a professional, friendly, and courteous manner; Built relationships with regular customers.

Shell Gas Station — Deli & Java

Assistant Manager

11/2000 - 9/2001

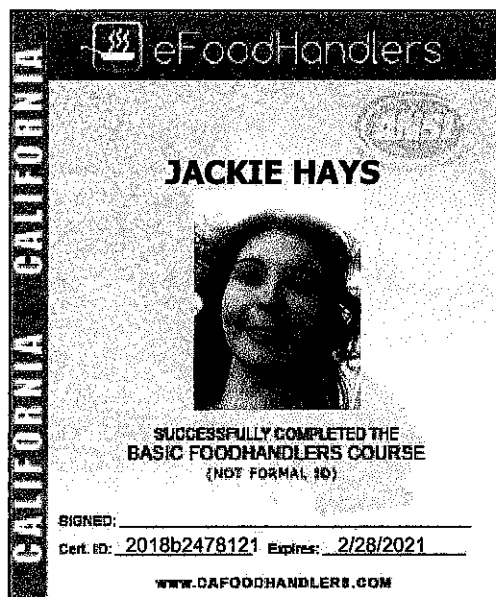
Prepared customized sandwich, espresso and smoothie orders; Stocked and rotated pre-made sandwiches and other food items in the display case; Brewed regular coffee and kept area stocked and clean; Sliced and weighed meats; Proofed and baked breakfast items; Took inventory and informed manager of needs; Obtained a ServSafe certificate; Provided excellent customer service in a professional, friendly, and courteous manner; Built relationships with regular customers.

South Yuba River Citizen's League

Intern

10/2000 - 1/2001

Collected water levels of twenty sites along the Yuba River from volunteers; Entered and analyzed data using Microsoft Excel; Researched past projects, trainings, educational program additions, and land restoration projects for additional funding opportunities; Coordinated volunteer clean-up events.



Cashier Test

Score 13 / 15

b 1) A roll of quarters is worth?

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

2 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

 6) What is the current sales tax rate in your city 8.5 %?

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

2 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

13
050

Name Jackie

Servers Test

Score 25 / 35

Multiple Choice

- d 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
- Db 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
- Db 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
- d 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 | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>Q</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>b</u> | French Passing | D. Area for dirty dishware and glasses |
| <u>G</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 |