

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 Nefertiti Clark Date: 1-15-2018
Home Telephone (510) 927-5886 Other Telephone ()
Present Address 9404 Peach St. Oakland CA 94603
Permanent Address, if different from present address:
Email Address Nefertiti93@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$10.50/minimum wage
Are you currently registered with any staffing and/or employment agencies? If so, please list
NO
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: 7:00pm To: 8:00am
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☒ Name of Referral Dashawn Hutchings 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? 1-16-2018

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>12am</u>	<u>6</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>12</u>
PM	<u>12</u>	<u>4pm</u>	<u>4pm</u>	<u>4pm</u>	<u>4pm</u>	<u>4pm</u>	<u>12</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO, Holidays 12am-12pm</u>							

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
Dashawn Hutchings / Coworker / Friend
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.) _____

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?
the Stockton Adult School	Stockton CA	Ged	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" 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."		<input checked="" type="radio"/> YES	NO
Special: Workability 1, Food handler card			

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 Pics Inventory / Stockton

Type of Business Store audit Telephone No. () N/A Supervisor's Name Li Z

Your Position and Duties Audit grocery stores.

Dates of Employment: From April 2017 To Nov 2017

Reason for Leaving: No Child care

Name and Address of Employer Latote / Premiere Staffing

Type of Business Clothing Warehouse Telephone No. () N/A Supervisor's Name David

Your Position and Duties Quality Control

Dates of Employment: From 2017 March To 2017 March

Reason for Leaving: _____

Name and Address of Employer Arg Group

Type of Business Call center Telephone No. () N/A Supervisor's Name Kevin

Your Position and Duties customer service for clients and sales on energy

Nov 2015-2016 Jan / Moved to California

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer Hotel Horizon

Type of Business Hotel service Telephone No. () 1A Supervisor's Name Juan

Your Position and Duties Host, attract customers

Dates of Employment: From 2014 To 2015

Reason for Leaving: Better Pay

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: Shawn Hutchings Telephone No. (510) 927-6372
Address Stockton

Occupation: Cashier Relationship: Friend Number of Years Acquainted: 4

Name: Von Dungan Telephone No. (510) 712-2458
Address Sacramento

Occupation: Subteacher Relationship: Friend Number of Years Acquainted: 5

Name: Michelle H. Telephone No. (209) 407-0685
Address Stockton

Occupation: Catering Relationship: Manager Number of Years Acquainted: 1

Please Read Carefully, Initial Each Paragraph and Sign Below

NC

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.

NC

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.

NC

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.

NC

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.

NC

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

Neerajit Chavak

Date

1-15-2018

Nefertiti Clark

Las Vegas, NV

GirlYousayWhat@gmail.com - 7029541996

WORK EXPERIENCE

Customer Service Representative

Wellfleet communication - Las Vegas, NV - 2015-01 - 2015-07

Help customers receive better service for At&t. Customers and Customer needs.

Cashier

Wendys - Stockton, CA - 2013-10 - 2014-11

Pre food, work grill, fries, sandwich and cashier. Take orders and clean restaurant.

Cashier

Taco Bell - South Lake Tahoe, CA - 2012-01 - 2012-04

Take orders, prep food, keep restaurant clean and be friendly.

Customer Service

Burlington coat factory - Stockton, CA - 2011-03 - 2011-04

Stock, Keep floors clear, organize shelves and Help customers.

Shoe Sales Associate

Sears - Stockton, CA - 2010-11 - 2010-12

Sales on shoes, help customers, check in merchandise and cashier experience.

EDUCATION

High school or equivalent

Weston Ranch High School

SKILLS

Workability 1

Name Nefertiti Clark

Servers Test

Score / 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
- A 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
- B 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

D Scullery

B Queen Mary

A Chaffing Dish

G French Passing

E Russian Service

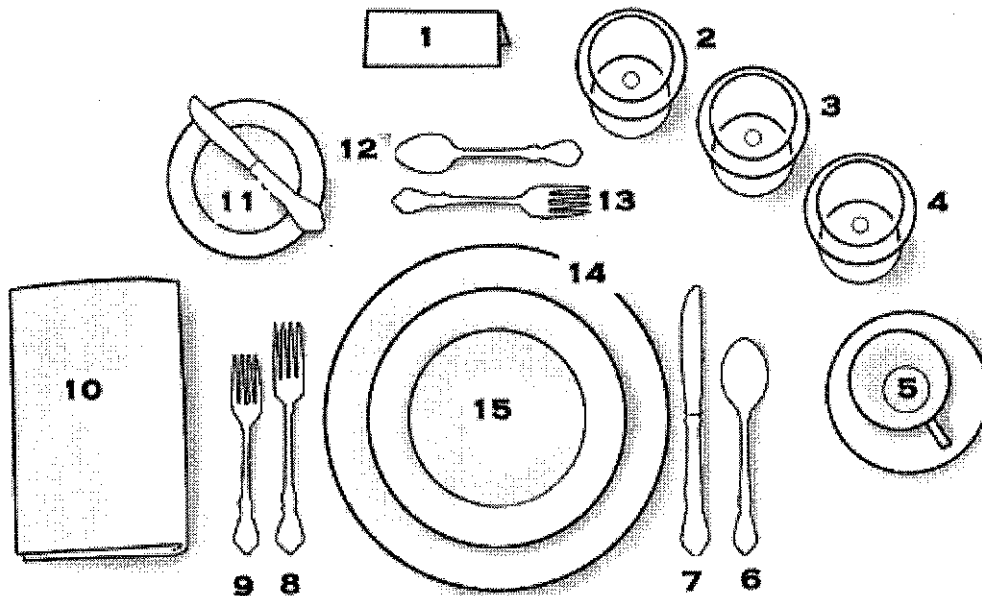
K Corkscrew

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 Neferfitti Clark
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>2</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 3 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar, Milk, smile.
- Synchronized service is when: You work together
- What is generally indicated on the name placard other than the name? Reserved for
- The Protein on a plate is typically served at what hour on the clock? Dinner/all day
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Speak with manager to accomidate guest.