

## 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~~ 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>—</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:  
NO, Holidays 12am-12pm

**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?
<del>the</del> 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="checkbox"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="checkbox"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="checkbox"/> 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="checkbox"/> YES	NO
Special: <u>Workability 1, Food handler card</u>			

**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 Liz

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 / Premire 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. ( ) NA 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 Dunsen 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.

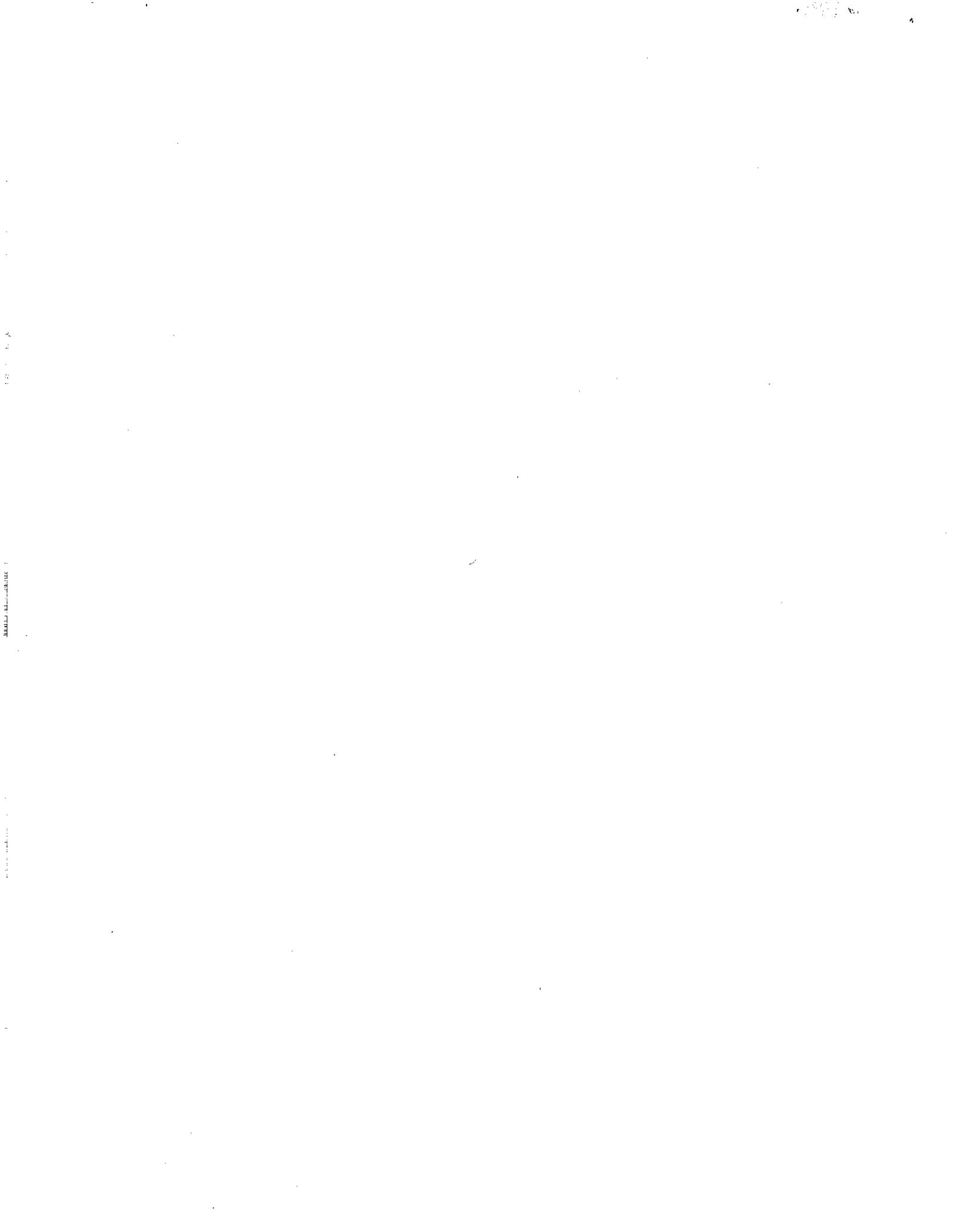
## EDUCATION

### **High school or equivalent**

Weston Ranch High School

## SKILLS

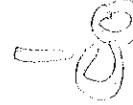
Workability 1



**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

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

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**

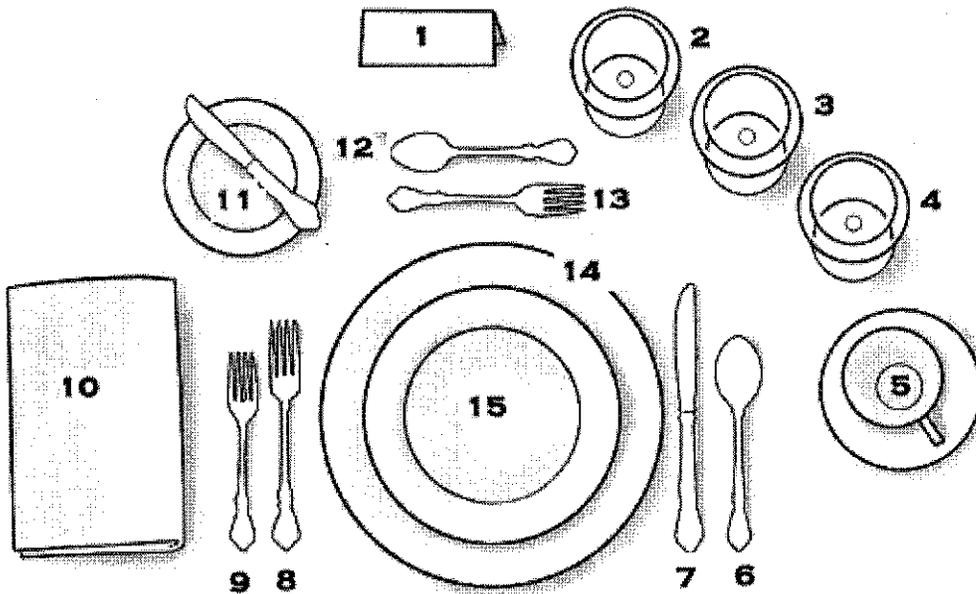
- D Scullery  
E B Queen Mary  
A Chaffing Dish  
B G French Passing  
O E Russian Service  
F Corkscrew  
C Tray Jack

- 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 Nefertiti Clark

**Servers Test**

Score / 35



**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.