

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Anelle Williams  
Email: mamma7722@hotmail.com  
Phone number: 210 900 8046

## Working Experience:

Company Name: Calab inc  
Dates of Employment: 6/1/2017 - 3/9/18  
Job Responsibility:

- direct care provider
- Look after adults with intellectual disabilities
- meal prep clean administer meds
- 

Company Name: Respite Care of San Antonio  
Dates of Employment: 4/1/2016 - 12-19-17  
Job Responsibility:

- Supervisor
- Take care of children in a CPS Childrens Shelter
- with Disabilities age premature to 18 years old
- 

Company Name: Calab inc  
Dates of Employment: 1/2016 - 11/2016  
Job Responsibility:

- direct care provider
- cook
- clean
- administer meds

## Skills

- Basic computer skills
- cashier
- 
- food & nutrition services
- House keeping

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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 Arielle Morgan Williams Date: 3-17-18  
 Home Telephone (    ) Other Telephone ( 210 ) 900-8046  
 Present Address 10965 S.GESS.NFA Houston TX 77071  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address mamma7772@hotmail.com

### EMPLOYMENT DESIRED

Position applying for: OPEN Salary desired: \$11.00  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
N/A

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 Darrin Davis 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? Anytime

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	Open	open	Open	Open	open	open	open
PM	Open	Open	Open	Open	open	open	open

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

### 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  
Darrin Davis / cousin

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?
Byron P Steele	satellite cibolo TX	Diploma	yes
Texas Southern Univ.	Houston TX	1 year	no
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: Basic computer skills /cashier experience. I have housekeeping experience I have worked in the food & nutrition Services.			

## 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 Calab inc

Type of Business Provider Telephone No. (210) 647-0191 Supervisor's Name Diane

Your Position and Duties I was a direct care Provider for a group home for adults with intellectual disabilities. I had to cook clean administer meds to clients

Dates of Employment: From 6/1/2017 To 3-9-18

Reason for Leaving: relocate to houston

Name and Address of Employer Respite Care of San Antonio

Type of Business childrens CPS shelter Telephone No. (210) 737-1217 Supervisor's Name Rachel

Your Position and Duties I was a supervisor/child care provider for a childrens Shelter for kids with disabilities ages premature to 18

Dates of Employment: From 4/2016 To 12-19-2017

Reason for Leaving: I was no longer needed due to hour cut backs and one of are houses shutting down

Name and Address of Employer Calab inc

Type of Business Provider Telephone No. (210) 647-0191 Supervisor's Name Diane

Your Position and Duties provider for adult group home

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Dates of Employment: From 01/2016 To 08/2016

Reason for Leaving: I wanted to only work one job instead of two

Name and Address of Employer Methodist Hospital

Type of Business Food + nutrition services Telephone No. (210) 575-4000 Supervisor's Name \_\_\_\_\_

Your Position and Duties I worked Trayline, making trays for the admitted patients. I also was a server and food prep.

Dates of Employment: From 9/2015 To 12/2015

Reason for Leaving: no longer needed due to me being Prn

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?  
If so, describe: \_\_\_\_\_

Yes        No       

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Maylaysia Quiroz Telephone No. (210) 685 1967

Address San Antonio TX

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 10+ years

Name: Deanna Aponte Telephone No. (210) 300-8518

Address South Carolina

Occupation: ex co-worker Relationship: Friend Number of Years Acquainted: 10+ years

Name: Daccari Byrd Telephone No. (210) 376-8814

Address San Antonio TX

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 10+ years

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

*HH*  
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.

*HH*  
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.

*HH*  
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.

*HH*  
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.

*HH*  
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

*Truella Williams*

Date

*3-17-18*

**Cashier Test**

Score 10 / 15

passed

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

C ✗

3) A roll of nickels is worth?

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

A ✗

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 \_\_\_\_\_?

C ✓

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?

$$\begin{array}{r}
 1.25 \\
 .90 \\
 .79 \\
 \hline
 .06
 \end{array}$$

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?

$$\begin{array}{r}
 21.00 \\
 14.50 \\
 \hline
 35.50
 \end{array}
 \begin{array}{r}
 7.25 \\
 7.25 \\
 \hline
 14.50
 \end{array}
 \begin{array}{r}
 56.00 \\
 35.50 \\
 \hline
 5.50
 \end{array}$$

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?

$$\begin{array}{r}
 3.75 \\
 4.25 \\
 \hline
 8.00
 \end{array}$$

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?

$$\begin{array}{r}
 1.25 \\
 3.75 \\
 3.75 \\
 \hline
 7.50
 \end{array}
 \begin{array}{r}
 15.00 \\
 6.50 \\
 \hline
 21.50
 \end{array}
 \begin{array}{r}
 100.00 \\
 21.50 \\
 \hline
 78.50
 \end{array}$$

50

**Cashier Test**

**Score** / 15

Q ✓ 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

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<sup>+</sup>

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

ID or Drivers License

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

50

## Interview Note Sheet

### Applicant Information

Name: <u>Arrielle Williams</u>	Interviewer: <u>Carrie</u>
Date: <u>3/20/18</u>	Rate of Pay:
Position(s) Applied for: <u>Dishwasher</u> <u>Cashier, trayline, prep cook, runner</u>	Referred by: <u>Darrin Davis</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

Comfortable working with people

Experienced worker

Outgoing

timely

friendly

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

South West

### Certifications (if any)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

### Availability

Open

AM only

PM only

Weekdays only

Weekends only

### Details

### Uniforms Owned:

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: