

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 Leticia Fonseca Date: 3-29-18
 Home Telephone (415) 957-9800 Other Telephone ()
 Present Address 600 Embarcadero
 Permanent Address, if different from present address: _____
 Email Address letfon81@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$16 hr.

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: _____ 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? today

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AVAILABLE DAILY							
AM	<u>Open</u>						
PM							

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

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

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?
Chaffey Adult Ontario CA			GED.
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:			

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 Delancey Street Restaurant

Type of Business _____ Telephone No. MIS, 957-9800 Supervisor's Name _____
 Your Position and Duties Waitress, managed Matire D, Private Dining Coordinator

Dates of Employment: From 09/15 To 03/18

Reason for Leaving: Graduating from Delancey

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: _____

Name and Address of Employer _____

Acrobat

outsourcing

Your Hospitality Staffing Professionals

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 _____

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: Jerry Raymond Telephone No. (45) 512-5173

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: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

VF
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.

VF
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.

VF
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.

VF
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.

VF
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

Leticia Jones

Date

3 29 18

LETICIA FONSECA

400 EMBARCADERO SAN FRANCISCO, CA 94107

(415) 957-9800 • letfon81@gmail.com

Objective

I'm looking to bring my experience, work ethic, and passion for learning to an established restaurant team.

Experience

Restaurant Server • 03/09/2015 – 3/28/2018

Delancey Street Restaurant

San Francisco, CA

- ❖ Very strong work ethic, with a strong passion to ensure customer satisfaction.
- ❖ Multitasking in a fast paced environment, responding quickly to customers' requests, while keeping a positive attitude, to make sure I provide great dining experience for the customer.
- ❖ Ability to work effectively under pressure and for long extended hours.
- ❖ Can work brunch and lunch service as well as dinner service, overseeing 5-9 tables at a time.

Restaurant Maître D • 03/09/2015 – 3/28/2018

Delancey Street Restaurant

San Francisco, CA

- ❖ Providing quality service to customers by facilitating an experience that is as enjoyable as possible.
- ❖ Greeting and seating customers, overseeing and managing the restaurant.
- ❖ Answering phone and booking reservations.
- ❖ Worked within a team environment to coordinate guest's entire dining experience.

Private Dining Coordinator • 03/09/2015 – 3/28/2018

Delancey Street Restaurant

San Francisco, CA

- ❖ Scheduling private parties of 10 - 75 people and insuring that the clients' needs are met.
- ❖ Configuring entrées and menus to provide customers with the most enjoyable experience possible.
- ❖ Correspond with clients via email and phone.
- ❖ Coordinating and confirming event details and guest count.
- ❖ Acquired loyal customers and received outstanding reviews.

Skills

I am bilingual, and an experienced server bringing an enthusiastic, dedicated, hardworking attitude. I'm trained in customer service, high volume dining and have a cash handling background. I strongly believe in customer satisfaction and am very good at problem solving. I'm friendly, and work well with others and can easily adapt to new environments and be responsible as well as very dependable

Education

Chaffey Adult School
11/2011 • G.E.D

References

Available upon request

Servers Test

Multiple Choice

A

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

D

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

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

X

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

A

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

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 dinning 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



Metal buffet device used to keep food warm by heating it over warmed water

E

Queen Mary



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)

A

Chaffing Dish



Used to hold a large tray on the dining floor

B

French Passing



Area for dirty dishware and glasses

C

Russian Service



Large metal shelving unit for prepared food to be held or for dirty trays to be stored

X

Corkscrew



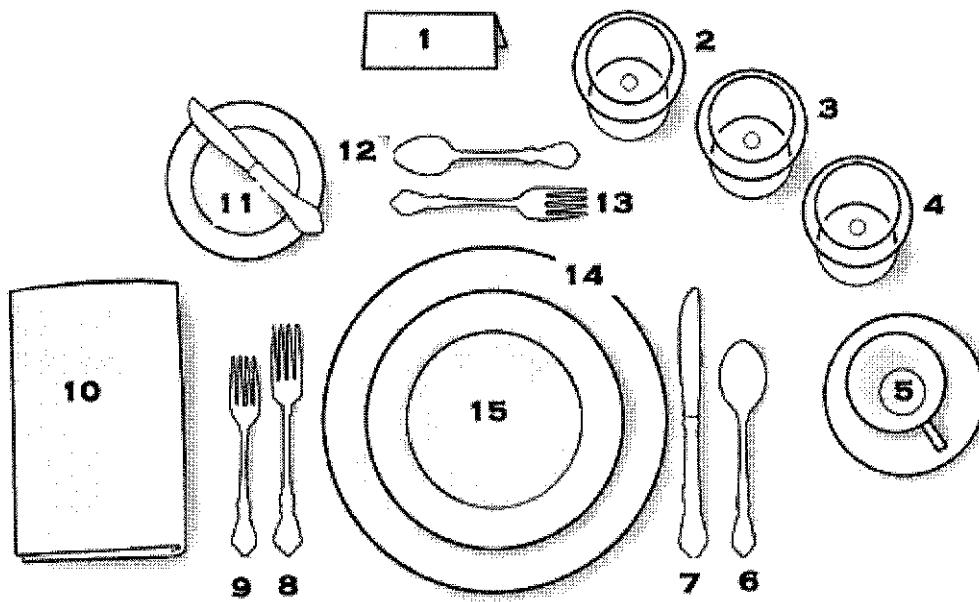
Used to open bottles of wine

C

Tray Jack



Style of dining in which the courses come out one at a time



Match the Number to the Correct Vocabulary

10	Napkin
11	Bread Plate and Knife
1	Name Place Card
12	Teaspoon
13	Dessert Fork
6	Soup Spoon
15	Salad Plate
4	Water Glass

9	Dinner Fork
5	Tea or Coffee Cup and Saucer
7	Dinner Knife
2	Wine Glass (Red)
9	Salad Fork
14	Service Plate
3	Wine Glass (White)

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table. 11
2. Coffee and Tea service should be accompanied by what extras? Creamer, SUGAR, SPOON.
3. Synchronized service is when: _____
4. What is generally indicated on the name placard other than the name? the entrée
5. The Protein on a plate is typically served at what hour on the clock? 6 O'CLOCK
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? ask if there are any allergies and offer them vegetarian/gluten to accomodate their DIRT