

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 JUAN R. CABEZAS Date: 3/21/18
 Home Telephone () _____ Other Telephone (775) 762-7822
 Present Address 111 TAYLOR ST. SAN FRANCISCO, CA 94102
 Permanent Address, if different from present address: _____
 Email Address JRC45968048@GMAIL.COM

EMPLOYMENT DESIRED

Position applying for: COOK; SERVER; CASHIER Salary desired: OPEN
 Are you currently registered with any staffing and/or employment agencies? If so, please list
AMERICA WORKS

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 SABRINA LEID 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? 4/1/18

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
No ↳ CAN BE FLEXIBLE BASED ON JOB

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 _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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?
PEPPERDINE UNIVERSITY	MALIBU, CA	MBA	YES - DEC 1987
Taft College	Taft, CA	CERTIFICATE CUSTOMER SERVICE	YES
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: SERV-SAFE CALIFORNIA POS: FIRETRUCK - ASA "WINDOW, EXCEL, WORD"			

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 TAFT FEDERAL INSTITUTION

Type of Business PRISON Telephone No. () Supervisor's Name CH. MARLBETH

Your Position and Duties CHIEF CLERK

FOOD SERVICE: SHORT COOK AND SERVER

Dates of Employment: From 2012 To 2018

Reason for Leaving: RELEASED

Name and Address of Employer MILL STREET TIRE

Type of Business RETAIL AUTO SHOP Telephone No. () Supervisor's Name

Your Position and Duties OWNER - DID EVERYTHING INCLUDING SDCS AND CUSTOMER SERVICE

Dates of Employment: From 2000 To 2012

Reason for Leaving: HAD TO GO TO PRISON

Name and Address of Employer

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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 _____ 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: CH. B. MAURSETH

Telephone No. (____) _____

Address TAFI FCU, PO Box 7000 TAFI, CA 93268

Occupation: CHAPLAIN

Relationship: SUPERVISOR

Number of Years Acquainted: 5

Name: CH. D. SCADRON

Telephone No. (____) _____

Address TAFI FCU PO Box 7000 TAFI, CA 93268

Occupation: CHAPLAIN

Relationship: SUPERVISOR


Number of Years Acquainted: 6

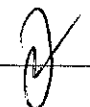
Name: _____ Telephone No. (____) _____

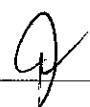
Address _____


Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

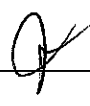
Please Read Carefully, Initial Each Paragraph and Sign Below

 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.

 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.

 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.

 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.

 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



Date

3/21/15

Juan R. Cabezas

111 Taylor Street
San Francisco, California 94102

+1 (775) 762 - 7822

PROFESSIONAL EXPERIENCE

Taft Federal Correctional Institution Christian Fellowship, Taft, California
Fellowship Volunteer

April 2015 – March 2018

- Preach at some services.
- Lead Seminars and Bible Study groups.
- Counsel inmates in need.

Taft Federal Correctional Institution, Taft, California
Chapel Clerk

March 2013 - March 2018

- Interact between Chaplains and Religious Groups Facilitators.
- Coordinate schedule for all Religious Groups Services.
- Help all inmates (regardless of religious affiliations) with any Religious related issues.

Signet Bible College, Taft, California
Instructor

January 2015 - November 2017

- Instructor of Hermeneutics and New Testament Studies in the A.A. Program.
- Instructor for all the self-study courses in the B.A. Program.
- Coordinator of the B.A. Program at the Taft Federal Correctional Institution Campus.

Mill Street Tire, Reno, Nevada
Small Business Owner

June 2000 - March 2012

- Owner of tire distribution business serving over 240 wholesale accounts throughout the Sierras and Northern Nevada.
- Directly responsible for product selection and pricing; customer relations (both retail and wholesale accounts); employee hiring, training and retention; and accounting and financial management.

Securitron Magnalock Corp., Reno, Nevada
General Manager

January 1988 - March 2010

- Overall company management.
- Implementation of "lean management" tools including Kaizen and continuous improvement.
- Oversight of new product development.

International Sales Manager

- Developed relationships with customers throughout Latin America.
- Managed efforts of outside sales rep agencies.
- Extensive sales training and product seminars to representatives and customers.
- Active participation at trade shows both in the United States and Latin America.

Vice President of Finance & Chief Financial Officer

- Cash Management including line of credit.
- Developed employee benefit programs: 401-K, ISOP, Health plans.
- Financial and Accounting management.
- Presentations to Board of Directors.
- Prepare and participate in sale of the company to a large international multinational enterprise.

Controller

- Cost Accounting and Financial Management.
- Financial operational controls in multiple company divisions throughout the country.
- Budget preparation and accountability.
- Preparation for Initial Public Offering.

Vet Brand, Harbor City, CA
Controller

March 1987 - October 1987

- Accounting and Financial Management.
- Budgeting preparation and control.
- Reporting to parent company in New Zealand.

EDUCATION

SIGNET COLLEGE, Taft, California

Certified Instructor of Christian Studies

February 2016

Bachelor of Arts in Christian Ministry

February 2015

BOARD OF STANDARDS AND PRACTICES FOR CERTIFIED FINANCIAL PLANNERS, Denver, Colorado

Certified Financial Planner

f

1995

PEPPERDINE UNIVERSITY, Malibu, California

Master of Business Administration with a concentration in Management

December 1987

UNIVERSIDAD DE DEUSTO, Bilbao, Spain

Bachelor of Science in Economics and Management

June 1978

CERTIFICATIONS

Ordained Minister

PADI Open Water Scuba Diver

Sailing Captain

ADDITIONAL PROFESSIONAL SKILLS

Spanish — Native fluency.

Meticulously attentive to detail.

Scrupulously thorough in research and analysis.

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

First and Last Name: JUAN CABEZAS
Email: JRC45968048@GMAIL.COM
Phone number: 775-761-7822

Working Experience:

Company Name: Taft Federal Prison

Dates of Employment: JUNE 2012 - MARCH 2013

Job Responsibility: COOK + SERVER

- PREPARE FOOD UNDER DIRECTION OF KITCHEN CO.
- SERVE FOOD (CAFETERIA STYLE LINE)
-
-

Company Name: _____

Dates of Employment: _____

Job Responsibility:

-
-
-
-

Company Name: _____

Dates of Employment: _____

Job Responsibility:

-
-
-
-

Skills

-
-
-
-

Multiple Choice (1 point each)

- _____ 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - ☒ d. 128
- ☒ 2) Mesclun are what type of vegetable?
- ☒ a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- _____ 3) What does the term braise mean?
- a. Sear quickly on both sides
 - ☒ b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- ☒ 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - b. 165 degrees F
 - ☒ c. 175 degrees F
 - d. 185 degrees F
- _____ 5) How do you blanch vegetables?
- ☒ a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- _____ 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - ☒ c. Brown Sugar
 - d. White Sugar
- _____ 7) What is Al Dente?
- ☒ a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- _____ 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - ☒ c. 4 hours
 - d. 5 hours

Prep Cooks Test

- _____ 9) Which is the improper way to thaw frozen food?
- a. In the fridge
 - b. In a sink with cold water
 - ☒ c. On the counter
 - d. In the microwave
- A* _____ 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - ☒ c. Flour
 - d. Water
- _____ 11) What is the temperature range of the danger zone?
- a. 25-135
 - ☒ b. 40-140
 - c. 50-160
 - d. 30-130
- _____ 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - ☒ d. Mince, dice, chop
- _____ 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - b. Turned towards you for better control
 - ☒ c. Turned towards the right or left at all times
 - d. Over the countertop at all times
- _____ 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - ☒ c. Liquid
 - d. Oil
- B* _____ 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - b. Ladle
 - ☒ c. Slotted Spoon
 - d. Portion Spoon
- _____ 16) Which of the following means to cook in a small amount of fat?
- a. Season
 - ☒ b. Sauté
 - c. Broil
 - d. Boil
 - e. Fry

Prep Cooks Test

_____ 17) What is a Julien cut?

- ☒ a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

_____ 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- ☒ a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) SALT & PEPPER are the basic seasoning ingredients for all savory recipes.

20) MINCE: to cut into very small pieces when uniformity of size and shape is not important.

Servers Test

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

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

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

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 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 Queen Mary

A Chaffing Dish

BF French Passing

DB Russian Service

F Corkscrew

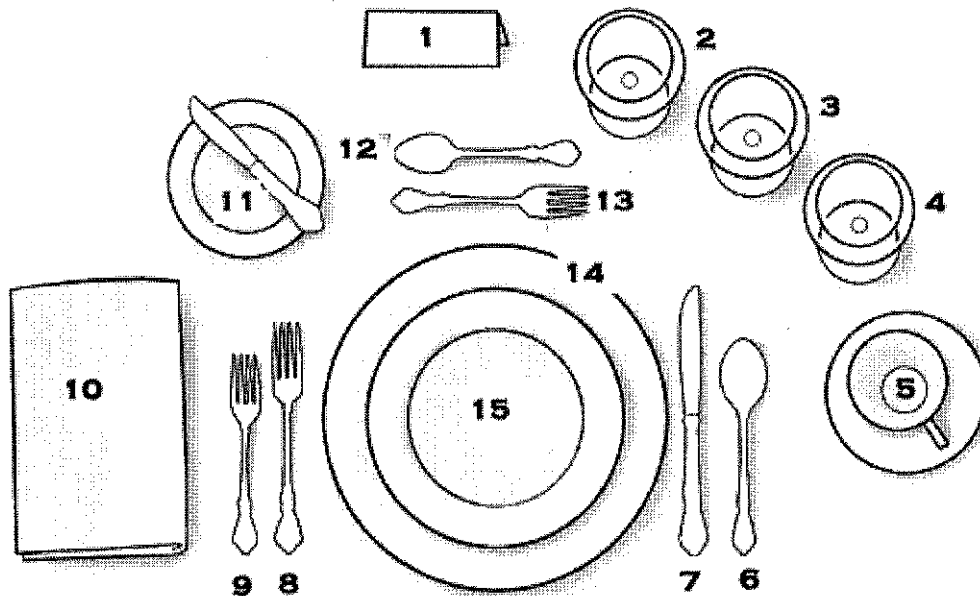
C Tray Jack

- 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 _____

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>23</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>24</u>	Wine Glass (White)
<u>42</u>	Water Glass		

Fill in the Blank

- The utensils are placed 2 11 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? _____
- Synchronized service is when: ALL GUESTS ARE SERVED SIMULTANEOUSLY BY MULTIPLE SERVERS
- What is generally indicated on the name placard other than the name? TITLE
- The Protein on a plate is typically served at what hour on the clock? SIX
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
ORDER TAKER SHOULD NOTIFY CHEF (AND SERVER IF DIFFERENT)

Cashier Test

Score 14 / 15

1) A roll of quarters is worth?

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

2) A roll of dimes is worth?

- ☒ a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

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

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- ☒ c) \$0.50
- d) \$0.25

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 _____?

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

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

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

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

Cashier Test

Score 14 / 15

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

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

14) What are the acceptable forms of ID for alcohol purchases? DRIVERS LICENSE; STATE ID CARD; PASSPORT

15) How many \$20 bills are in a bank band? 50 100