

## 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 JARED HERDT Date: 4/10/18  
 Home Telephone (415) 346-0358 Other Telephone ( )  
 Present Address 111 Taylor St., S.F., CA 94102  
 Permanent Address, if different from present address:  
 Email Address Jaredisplucky@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Prep cook, or anything avail. Salary desired: negotiable  
 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? IMMEDIATELY

**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 <u>DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	<u>7:00 - 6:00</u>	<u>6:00 - 6:00</u>	<u>6:00 - 6:00</u>	<u>6:00 - 11</u>	<u>6:00 - 6:00</u>	<u>6:00 - 6:00</u>	<u>6:00 - 6:00</u>
PM	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>3 - 10</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>

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

NO

### 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?
NEVADA UNION ADULT SCHOOL	GRASS VALLEY, CA	G.E.D	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: WINDOWS (all versions); MAC OS    I've worked in hospitality related fields for at least four years of my life			

## 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 X      **If so, may we contact your current employer?** Yes    No   

**Name and Address of Employer** EZ Lube ; Escondido, CA

Type of Business Auto Mechanic Shop Telephone No. ( ) unknown Supervisor's Name \_\_\_\_\_

Your Position and Duties changing oils (motor, transmission, etc.) in automobiles; repairing engine components;

Dates of Employment: From 7/2006 To 3/2008

Reason for Leaving: Quit (health reasons)

**Name and Address of Employer** Bureau of Prisons - Tucson ; Atwater ; Coleman U.S. AZ CA FL

Type of Business Penitentiary Telephone No. ( ) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties Kitchen cook (preparing meals for roughly 1500 inmates twice a day); Vegetable/Fruit prep cook

Dates of Employment: From 2011 To 2017

Reason for Leaving: Found a better position in the institution

**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: 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: Steve Beenan Telephone No. (515) 360-9748Address Urbandale, IAOccupation: Minister Relationship: friend Number of Years Acquainted: 13

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**

*JH*  
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.

*JH*  
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.

*JH*  
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.

*JH*  
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.

*JH*  
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.

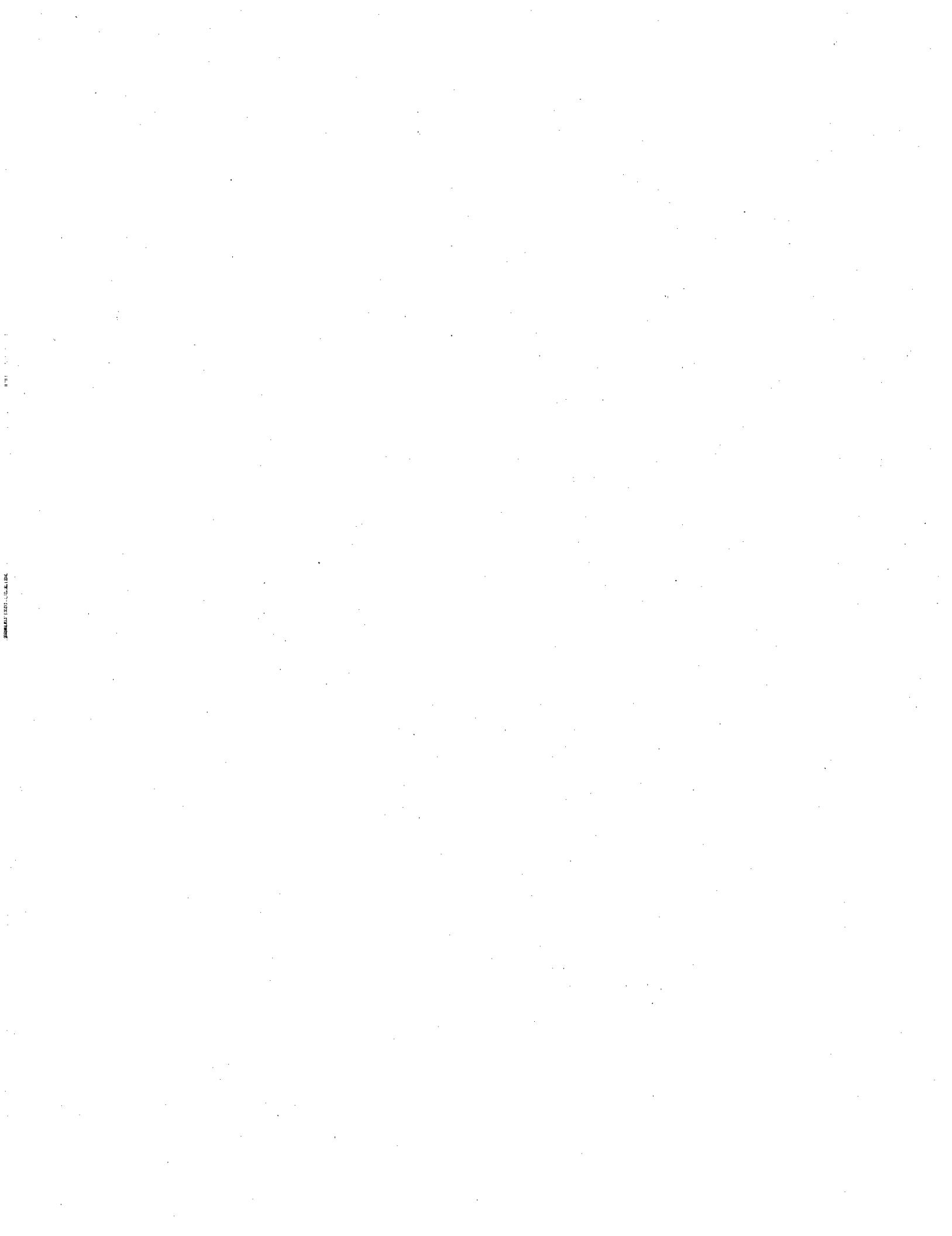
Applicant's Signature Jaudilucht

Date 4/10/18

P.O. Box 19001  
Atwater, CA 95301

# Jared Herdt

<b>Objective</b>	Seeking a position in which I can contribute my skills and attributes to improve my future employer's work output.		
<b>Skills</b>	<ul style="list-style-type: none"><li>• Detail-oriented</li><li>• Hard worker</li><li>• Auto mechanical skills</li><li>• PC experienced</li><li>• Customer service</li></ul>		
<b>Experience</b>	2010-2011	R.J. Donovan State Prison	Otay Mesa, CA
	<b>Kitchen Clerk</b>	<ul style="list-style-type: none"><li>▪ Manage food inventory for large institution</li><li>▪ Place orders to distributors</li><li>▪ Typing menus and employee rosters</li><li>▪ Filing and organizing past orders, requisitions, etc.</li></ul>	
	2009-2010	Winco Foods	Portland, OR
	<b>Overnight Stocker</b>	<ul style="list-style-type: none"><li>▪ Replenish grocery shelves</li><li>▪ Organize and evenly distribute stock on shelves</li><li>▪ Unload merchandise from semi-trailers</li></ul>	
	2005-2006	Jiffy Lube	Escondido, CA
	<b>Auto Mechanic</b>	<ul style="list-style-type: none"><li>▪ Repair/replace automotive components</li><li>▪ Diagnose/troubleshoot engine malfunctions</li><li>▪ Replace lubricants, oils, fluids in transmissions, engines, brakes and hydraulic apparatuses</li></ul>	
	2004-2005	DC Shoe Co.	Vista, CA
	<b>Inventory Specialist</b>	<ul style="list-style-type: none"><li>▪ Adjust and maintain inventory in stock using Microsoft Office applications</li><li>▪ Organize inventory in accordance with database specifications</li><li>▪ Correspond with management concerning fluctuations with stock-on-hand</li></ul>	
<b>Education</b>	2012	Nevada Union Adult School	Grass Valley, CA
	<b>GED</b>		
<b>Interests</b>	Playing a variety of sports; outdoor activities; reading books; video games		



June 19, 2012

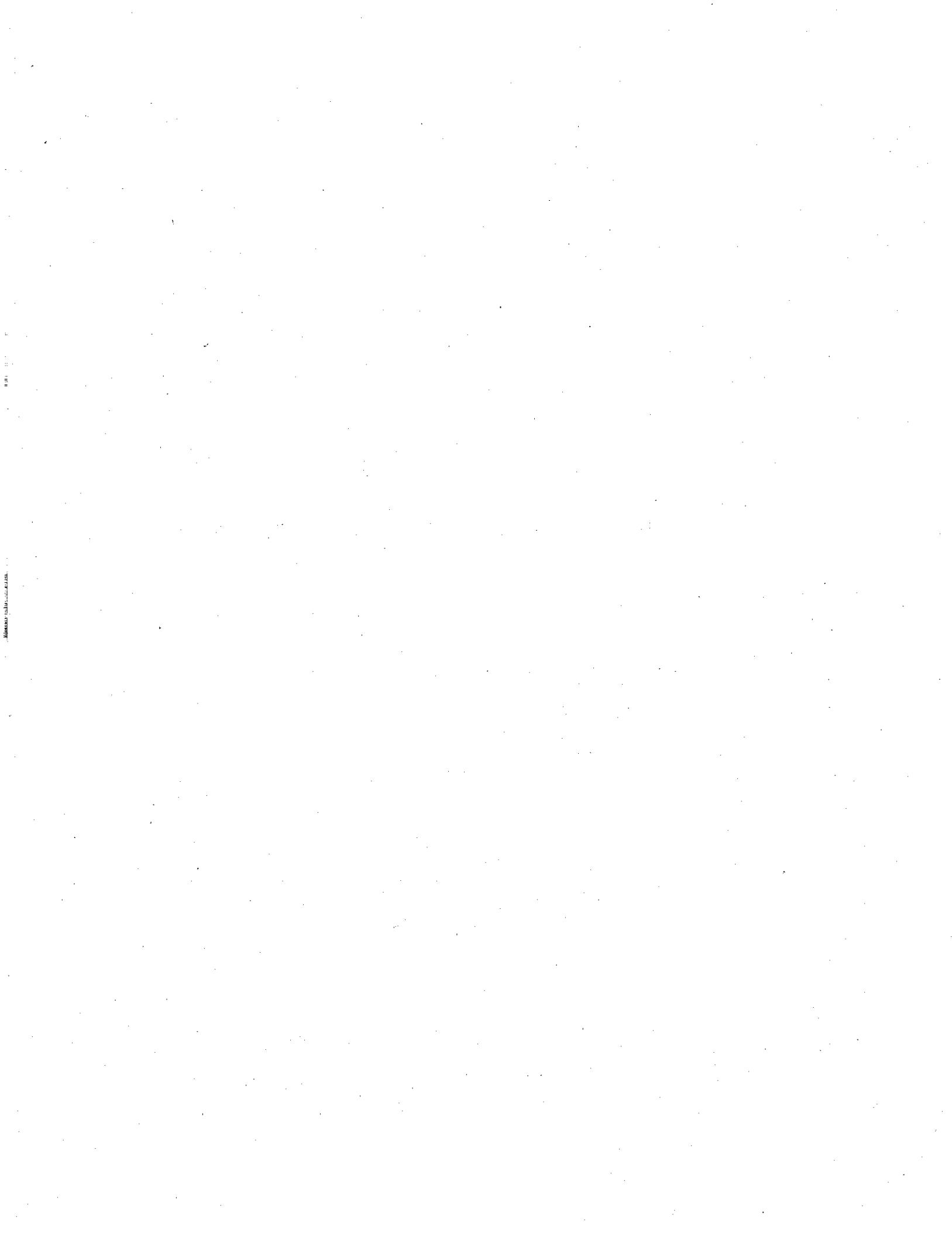
Dear Sir or Madam:

I am applying for any position in your company. I am a highly-motivated, goal-oriented, hard-working person. I am also a driven, self-starting worker who loves to tackle challenges head on. I am able to learn new tasks quickly and I always look for the most efficient method when accomplishing assignments. You will see from my attached resume that I have acquired many skills due to my diverse work history.

Thank you for taking the time to review my application. I look forward to meeting for an interview soon.

Sincerely,

Jared Herdt



# Acrobat

outsourcing

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

First and Last Name: JARED HERDT  
Email: Jaredisplucky@gmail.com  
Phone number: none at the moment

### Working Experience:

Company Name: U.S. Penitentiary - Tucson, AZ

Dates of Employment: 4/2014 - 8/2016

Job Responsibility:

- Prepping food items to include in recipes
- Baking various foods (muffins, cookies, casseroles, etc.)
- Cleaning prep tables and cooking surfaces
- Accounting for food inventory

Company Name: U.S. Penitentiary - Atwater, CA

Dates of Employment: 6/2012 - 9/2013

Job Responsibility:

- Grilling breakfast-related foods (pancakes, french toast, eggs)
- Prepping food items (veggies, fruits ~~bacon~~, meats, etc.) for next shift
- Cleaning work areas (mop down surfaces with solution, sweep/mop floors, scrub grill and vents)

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 

### Skills

- Familiarity with meat slicers; julienne machine (mandoline)
- Great hand dexterity with kitchen knives & slicers
- Good communication skills
- Able to stand in one area for long periods of time



**Prep Cooks Test**

Score 13 / 20

Multiple Choice (1 point each)

D

- 1) A gallon is equal to \_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- d. 128

C

- 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B-A

- 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

B-A

- 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

A

- 5) How do you blanche 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

C-B

- 6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A

- 7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

C-A

- 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

C D ✓

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

B

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

D

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

C

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

C

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

B

C

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

B

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

---

A

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

A

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

CHOP or MINCE

PREP 4 YEARS

OPEN

CITY

PUBLIC