

## 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 Juthaporn Chalaichuep Date: 5/8/17  
 Home Telephone (415) 378-3034 Other Telephone ( )  
 Present Address 650 Eddy St. #602  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Juthapornjones@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Waitstaff / Bartender / Cashier Salary desired: \$17  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
The Party Staff, Bay Area Event Staffing  
 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 Compassfamily and the Goodwill 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? June 1<sup>st</sup>

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							
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 \_\_\_

# 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?
Weston High School	Weston, CT	Diploma	Y
Diablo Valley College	Concord, CA	A.A.	Y
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: Food handling Certificate, Bartending certificate			

## 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 The Party Staff Broadway & 12th St. Oakland

Type of Business Staffing Telephone No. ( ) Supervisor's Name Stow

Your Position and Duties Waitstaff / Bartender

Dates of Employment: From 4/1/18 To present

Reason for Leaving: Still there

Name and Address of Employer Bay Area Event Staffing

Type of Business Staffing Telephone No. ( ) Supervisor's Name Victor

Your Position and Duties Waitstaff / Bartender

Dates of Employment: From 4/18 To present

Reason for Leaving:

Name and Address of Employer Tempositions S.F.

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Your Hospitality Staffing Professionals

Type of Business Temp agency Telephone No. ( ) Supervisor's Name Sayme Brown  
Your Position and Duties waitstaff / Bartender

Dates of Employment: From 3/18 To 4/28/18

Reason for Leaving: policy conflict

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: Olivia Clear Telephone No. ( )

Address Arnette Watson Aptment Case Manager

Occupation: Relationship: Case Manager Number of Years Acquainted: 1

Name: Romie Telephone No. ( )

Address

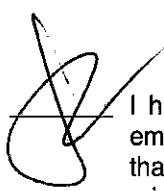
Occupation: Resident Association Manager Relationship: Case manager Number of Years Acquainted: 2

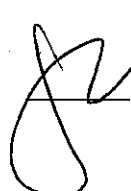
Name: Telephone No. ( )


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.

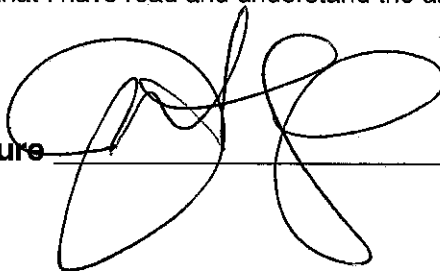
 I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice 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**

5/8/18

Name Tutthaporn Chaloeicheep

**Servers Test**

Score / 35

**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
- 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
- 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

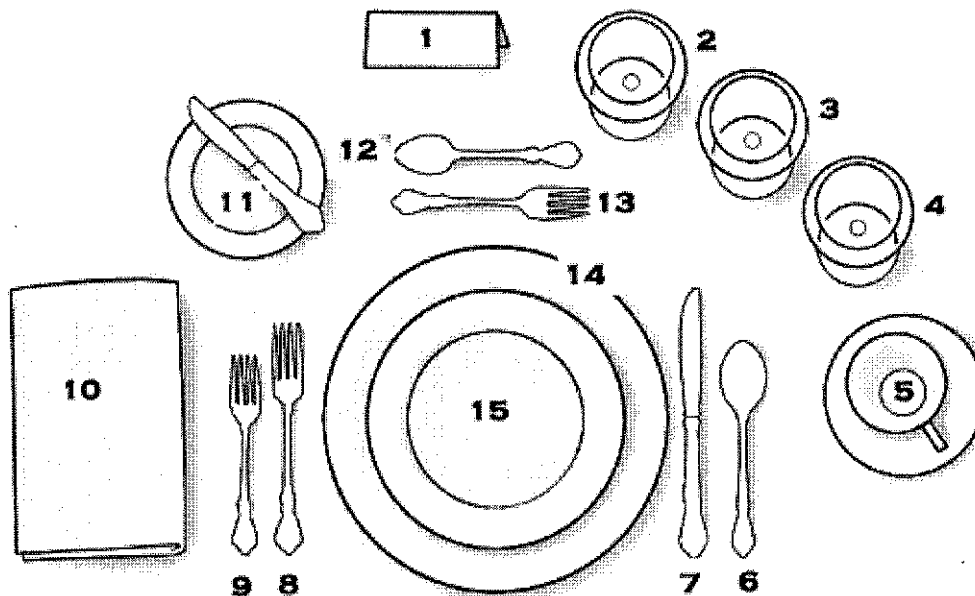
**Match the Correct Vocabulary**

- |                            |   |
|----------------------------|---|
| <u>D</u> Scullery          | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>B</u> Queen Mary        | <u>B</u> 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) |
| <u>A</u> Chaffing Dish     | <u>C</u> Used to hold a large tray on the dining floor  |
| <u>B G</u> French Passing  | <u>D</u> Area for dirty dishware and glasses  |
| <u>C E</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew         | <u>F</u> Used to open bottles of wine   |
| <u>H C</u> Tray Jack       | <u>G</u> Style of dining in which the courses come out one at a time  |

Name \_\_\_\_\_

**Servers Test**

Score 27/35



**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>4</u>  | Wine Glass (White)           |
| <u>4</u>  | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed 1" 1/2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar cream
- Synchronized service is when: we all do the same thing at the same time
- What is generally indicated on the name placard other than the name? what food they are getting
- The Protein on a plate is typically served at what hour on the clock? 12 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
tell the chef

## Bartenders Test

Score / 35

### Multiple Choice (6 points)

1) Carbonation \_\_\_\_\_ the rate of intoxication.

- a) Slows down
- ☒ b) Speeds up
- c) Does nothing to

2) What are the six most commonly used spirits?

- a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
- ☒ b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
- c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
- d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

3) You can accept an expired ID as long as all other information is correct.

- a) True
- ☒ b) False

4) If someone has had too much to drink, serving them coffee will help sober them up.

- a) True
- ☒ b) False

5) What are the acceptable forms of ID for Alcohol Consumption?

- a) State or Government Issued ID Card or Drivers License
- b) Passport or Passport ID Card (as long as it lists the person's date of birth)
- c) School ID or Birth Certificate
- ☒ d) A & B
- e) A, B & C

6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.

- a) True
- ☒ b) False

### Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

F Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

D "Float"

H "Back"

a.) Used to crush fruits and herbs for craft cocktail making

☒ b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

☒ c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

☒ d.) To pour 1/2 oz of a liquor on top

e.) Used to measure the alcohol and mixer for a drink

☒ f.) Used to mix cocktails along with a pint glass and ice

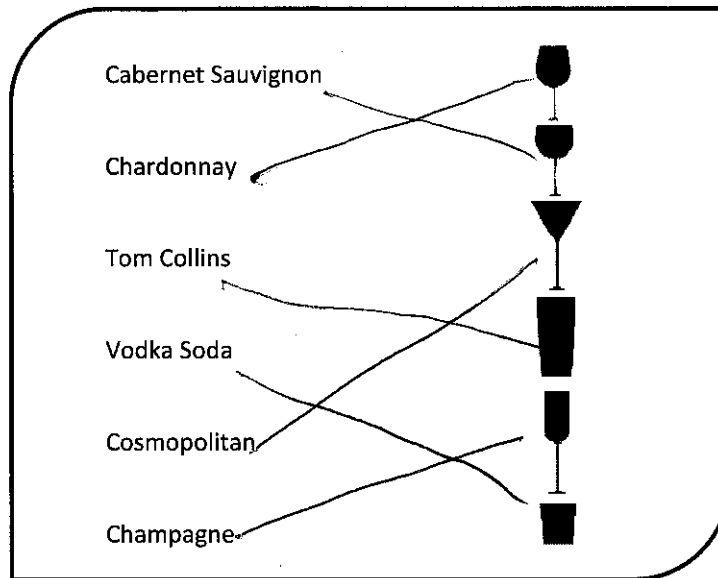
☒ g.) Used on the bar top to gather spills

☒ h.) Requesting a separate glass of another drink

☒ i.) Means to serve spirit room temperature in a rocks glass with no ice

**Glassware** (6 points)

Match the correct glass to the drink



**Answer and Question** (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): Vodka, Gin, Tequila

What are the ingredients in a Manhattan? Whisky, Gin, Sweet Vermouth

What are the ingredients in a Cosmopolitan? Vodka, Cranberry, Sweet sour

What are the ingredients in a Long Island Iced Tea? Rum, Vodka, Sweet sour, coffee, lime

What makes a margarita a "Cadillac"? \_\_\_\_\_

What is simple syrup? Vanilla

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

Yes, transferring Marrying  
What should you do if you break a glass in the ice? throw ~~the broken glass~~ everything away

When is it OK to have an alcoholic beverage while working? never

What does it mean when a customer orders their cocktail "dirty"? no ice olive juice

What are the ingredients in a Margarita? tequila, sweet and sour, salt.



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 8.5 %?

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

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? CA or drivers license

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