

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 Jasmin Foster Date: 06/27/18
Home Telephone (725) 200-7602 Other Telephone () _____
Present Address 1288 Columbus Ave San Francisco CA 94133
Permanent Address, if different from present address: _____
Email Address fosterjas74@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____

Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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 Google 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? _____

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 _____

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?
<u>Kenwood Academy</u>	<u>Chicago IL</u>	<u>4/5</u>	<u>Yes</u>
Do you have any special licenses, certificates or special training? If so please list under "Special."		<u>YES</u>	NO
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>YES</u>	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."		<u>YES</u>	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 Nando's pepi Peri
 Type of Business Restaurant Telephone No. () _____ Supervisor's Name Alayna Jones
 Your Position and Duties Display Product Place manager, Hiring Training, daily operations, communications & disciplining staff
 Dates of Employment: From 04/16 To 04/18
 Reason for Leaving: relocated to California

Name and Address of Employer Needles & co
 Type of Business Restaurant Telephone No. () _____ Supervisor's Name Mike
 Your Position and Duties General Manager daily operations, hiring, training
 Dates of Employment: From 01/14 To 03/16
 Reason for Leaving: negotiation in development & pay

Name and Address of Employer Mary's
 Type of Business Restaurant Telephone No. () _____ Supervisor's Name Mike Fedak
 Your Position and Duties _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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: Liah Barding Telephone No. (773) 808-0134

Address 15008 S State Street South Holland

Occupation: Mail Carrier Relationship: Family Number of Years Acquainted: 30

Name: Chloe Couch Telephone No. (312) 256-4275

Address 14647 Cortiss Ave Chicago IL

Occupation: Google.com Relationship: ex-coworker Number of Years Acquainted: 16

Name: Michael Edick Telephone No. (415) 691-1784

Address _____

Occupation: General Manager Relationship: ex-boss Number of Years Acquainted: 10 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

JS

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.

JS

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.

JS

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.

JS

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.

JS

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

Jonathan [Signature]

Date

6/27/18

Cashier Test

- 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
- 2 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 10.25% Chicago
- a 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
- 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?
a) \$19.50
☒ b) \$14.50
c) \$9.50
d) \$4.50
- 2 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
- 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?
☒ a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

$$\begin{array}{r} 1.25 \\ .90 \\ .79 \\ \hline 2.94 \end{array} \quad \begin{array}{r} 10.00 \\ 2.94 \\ \hline 7.06 \end{array}$$

$$\begin{array}{r} 10.50 \\ \times 2 \\ \hline 21.00 \end{array}$$

$$\begin{array}{r} 7.25 \\ \times 2 \\ \hline 14.50 \end{array}$$

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

$$\begin{array}{r} 50.00 \\ 35.50 \\ \hline 14.50 \end{array}$$

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

$$\begin{array}{r} 3.75 \\ \times 2 \\ \hline 7.50 \\ + 2.50 \\ \hline 10.00 \end{array}$$

$$\begin{array}{r} 7.50 \text{ h} \\ 2.50 \text{ chips} \\ 5.00 \text{ cookies} \\ 6.50 \text{ sodas} \\ \hline 21.50 \end{array}$$

$$\begin{array}{r} 100 \\ 21.50 \\ \hline 78.50 \end{array}$$

2 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

14) What are the acceptable forms of ID for alcohol purchases? Passports / ID / Drivers License

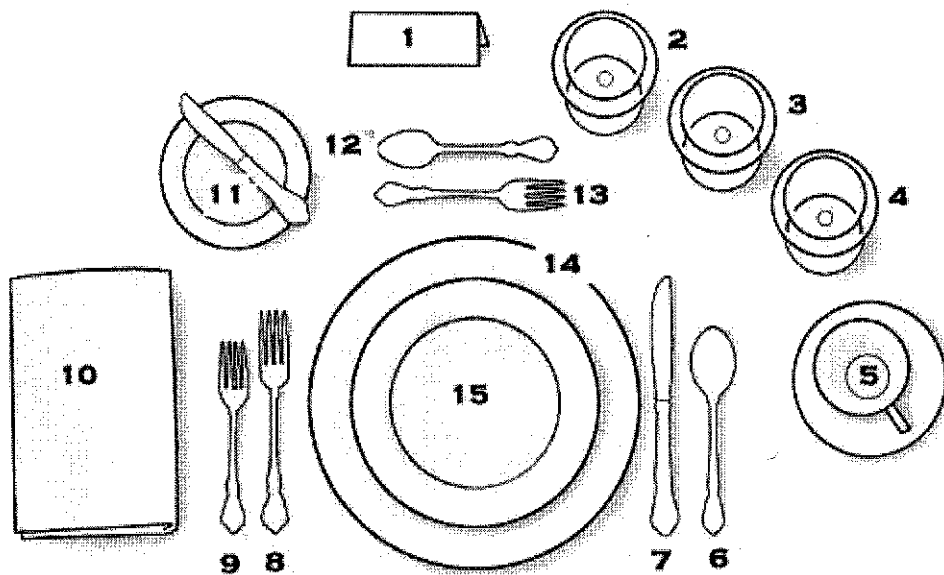
15) How many \$20 bills are in a bank band? 5 100

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



Score / 35

Match the Number to the Correct Vocabulary

- 8 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)

- 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

Fill in the Blank

1. The utensils are placed 11 inch (es) from the edge of the table.
 2. Coffee and Tea service should be accompanied by what extras? lemon and teaspoon
 3. Synchronized service is when: courses come out in order with service
 4. What is generally indicated on the name placard other than the name? table #
 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?
alert the chef or Captain for proper service

Multiple Choice (1 point each)

- a 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 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 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 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
- c 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

Prep Cooks Test

- C 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
- Xc 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 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

De 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

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

Bartenders Test

Score / 35

Multiple Choice (6 points)

- b 1) Carbonation _____ the rate of intoxication.
a) Slows down
☒ b) Speeds up
c) Does nothing to
- b 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
- b 3) You can accept an expired ID as long as all other information is correct.
a) True
☒ b) False
- b 4) If someone has had too much to drink, serving them coffee will help sober them up.
a) True
☒ b) False
- d 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
- 5 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

L "Neat"

M Muddler

b Strainer

J Jigger

B Bar Mat

L "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

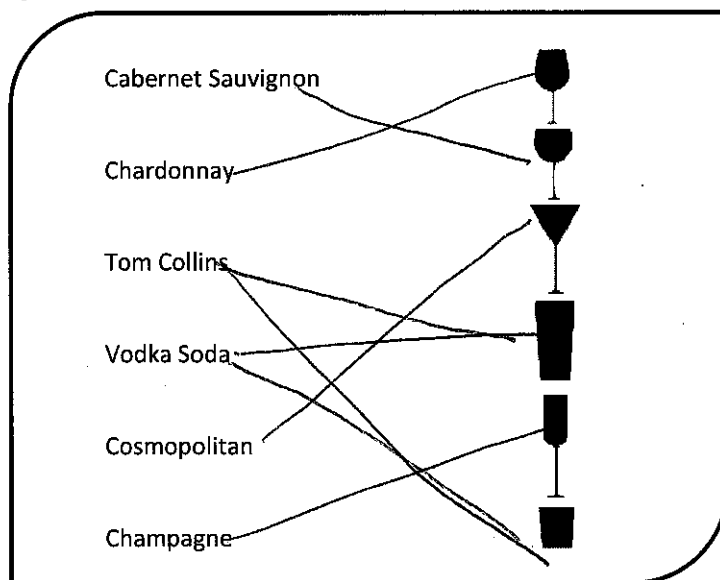
☒ h.) Requesting a separate glass of another drink

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

Glassware (6 points)

Match the correct glass to the drink

12



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): Patron, Grey Goose, Johnny Walker Red/Blue

What are the ingredients in a Manhattan? Cranberry juice, vodka, ice, cherry

What are the ingredients in a Cosmopolitan? Cranberry juice, vodka, ice

What are the ingredients in a Long Island Iced Tea? Gin, Rum, Soda,

What makes a margarita a "Cadillac"? _____

What is simple syrup? Water & Sugar boiled

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

No,

What should you do if you break a glass in the ice? remove all ice & clean ice machine

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

What does it mean when a customer orders their cocktail "dirty"? olive juice added

What are the ingredients in a Margarita? Ice, margarita mix, vodka