

# Interview Note Sheet

## Applicant Information

Name: <u>Cerehna Plaza</u>	Interviewer: <u>Alanna</u>
Date: <u>07/11/2018</u>	Rate of Pay:
Position(s) Applied for:	Referred by:

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

helped at CCS highschool sports tournaments  
cashier work (seasonal) - 4 years

Christmas in the park (1 end)  
close registers - 3,4 years (seasonal)

have run soccer concession stands  
little league ~ 10 years (prior)

always  
reach out for  
events

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work:

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

## Certifications (if any)

TiPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

always check

## Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Revised 06/04/2013



## 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.

Full Name Serena Plaza Date: 7-12-18  
Home Telephone ( 608 ) 710-0972 Other Telephone ( 608 ) 710-0972  
Present Address 520 B San Pablo ct. Morgan Hill Ca 95037  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address renas5483@msn.com

Position applying for: Cashier/Concessionaire Salary desired: 17.00

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? \_\_\_\_\_

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY							
AM	<input checked="" type="checkbox"/>						
PM	<input checked="" type="checkbox"/>						

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

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

Jacob Montoya & Maricela Plaza

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.) \_\_\_\_\_

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
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:			

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 Minters Collision

Type of Business Automotive Telephone No. 410-275-203 Supervisor's Name Bob  
Your Position and Duties Office Manager Payroll HR AP/AR

Dates of Employment: From 8/2005 To on going

Reason for Leaving:

Name and Address of Employer Charter School of Morgan Hill

Type of Business Child Daycare Telephone No. ( ) Supervisor's Name   
Your Position and Duties yard supervisor / attendance - nurse

Dates of Employment: From 2002 To 2005

Reason for Leaving: New job

Name and Address of Employer

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

Your Position and Duties \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: ND

Have you obtained any special skills or abilities as the result of service in the military? Yes    No X

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Cassandra Lewis Relationship: Friend Telephone No. 408) 722-4853  
Address: Red Bluff CA

Occupation: Special Ed teacher Relationship: Friend Number of Years Acquainted: 23  
Name: Marielita Cervantes Telephone No. 408) 750 0028

Address: Los Banos CA  
Occupation: Estimator Relationship: Friend Number of Years Acquainted: 34 yrs

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_



**Please Read Carefully, Initial Each Paragraph and Sign Below**

*(Signature)*  
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.

*(Signature)*  
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.

*(Signature)*  
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.

*(Signature)*  
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.

*(Signature)*  
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 7-12-18

07/11/2018