

## 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 Lorraine L. Valadez Date: 8/  
 Home Telephone (310) 209-6585 Other Telephone (310) 415-865-0964  
 Present Address 56 Julian Ave.  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address ~~lvaladez337@gmail.com~~ lvaladez337@gmail.com

### EMPLOYMENT DESIRED

Position applying for: open Salary desired: \$15.00 an hr.

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 friendship House 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? today

**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	<u>6:00</u>	<u>7:00 AM</u>	<u>7:00 AM</u>	<u>7:00 AM</u>	<u>7:00 AM</u>	<u>7:00 AM</u>	<u>7:00 AM</u>
PM	<u>1:00</u>	<u>Open</u>	<u>5-6</u>	<u>5-6</u>	<u>5-6 PM</u>	<u>5-6 PM</u>	<u>5-6 PM</u>

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?
L.I.H.S	Susanville CA	12th	(1999) 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: Have previously was Cashier job / Barista / Hostess Positions			

## 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 I.H.S.S - Susanville CA  
 Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Client Supervisor's Name Albert Valadez Jr  
 Your Position and Duties Assist Client with personal care, monitor patient needs, maintain open communication between families, ensure client's highest client safety & well being.  
 Dates of Employment: From 2008 To 2016

Reason for Leaving: Client passed away

Name and Address of Employer Diamond mtn Smoke Shop -  
 Type of Business Smoke Shop Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Ashley Dyer  
 Your Position and Duties Cashier - Issued receipts - See Resum

Dates of Employment: From 2016 To 2016 on call

Reason for Leaving: on call status ended

Name and Address of Employer Diamond mtn Casino sus. CA 96130  
 Type of Business Casino Telephone No. (\_\_\_\_) 252-1100 Supervisor's Name Terri Ware  
 Your Position and Duties Hostess / Barista See resum

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Dates of Employment: From 2016 To 2016

Reason for Leaving: On call status ended

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: Barbara Marshall

Telephone No. (530) 257-4065

Address Susanville CA

Occupation: Retired

Relationship: friend

Number of Years Acquainted: 10+

Name: Melissa Cardova

Telephone No. (530) 260-0215

Address Susanville CA 96130

Occupation: Home Maker

Relationship: friend

Number of Years Acquainted: 10+

Name: Verna Garcia

Telephone No. (415) 865-0964

Address 56 Julian Ave.

Occupation: Director of  
Food & Lodging

Relationship: friend

Number of Years Acquainted: 6 months

**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** \_\_\_\_\_

**Cashier Test**

Score 12 / 15

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

D

- 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00

C

- 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

.08

- 6) What is the current sales tax rate in your city .08 ?

C

- 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

d

- 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

A

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 yrs of Age

14) What are the acceptable forms of ID for alcohol purchases? California, State ID's

15) How many \$20 bills are in a bank band? \$1,000 100

- 30 1) After brewing a pot or kettle of coffee how long is the coffee good for until you need to re-brew?  
a) 20 minutes  
b) 30 minutes  
c) 60 minutes
- B C 2) What are the basic ingredients of a Latte?  
a) Milk, Espresso, Whipped Cream  
b) Espresso, Steamed Milk  
c) Water, Espresso, and Foam
- B A 3) When making cup of tea for a customer, how long should you tell the customer to let the tea bags steep?  
a) 2 minutes  
b) 4 minutes  
c) 5 minutes
- A 4) When steaming milk for a beverage, what temperature should you steam the milk to?  
a) 150-160 degrees  
b) 190-200 degrees  
c) 120-130 degrees
- C A 5) Once an Espresso Shot has been pulled from an Espresso machine, how long do you have to mix the shot with other liquid before the shot goes bad?  
a) 8 seconds  
b) 20 seconds  
c) 10 seconds
- C 6) What do you do if a customer says their latte does not taste like there is espresso in it?  
a) Tell them you made the drink according to the recipe so it should be fine  
b) Apologize to the customer, then add another shot of espresso to their drink and encourage the customer to return  
c) Apologize to the customer and remake their drink according to standards  
d) Walk away and have another barista remake their drink
- B 7) You can re-steam milk \_\_\_\_\_.  
a) Only Once  
b) Never  
c) Sometimes  
d) Always
- AB 8) What is the proper ratio of coffee grounds to water?  
a) 2 Tablespoons coffee to 6oz water  
b) 2 Tablespoons coffee to 8oz water  
c) 1 Tablespoon coffee to 6oz water  
d) 2 Teaspoons coffee to 8oz water
- C 9) A customer requests a non-dairy coffee beverage and you are out of soy, what actions do you take?  
a) Make their drink with regular milk and hope they do not notice  
b) Apologize and ask the customer to come back tomorrow  
c) Apologize and inform the customer we are out of soy, and offer a beverage alternative  
d) Inform your manager we are out of soy

- B 10) Decaffeinated coffee is 100% caffeine free?
- a) True
  - b) False

- AC 11) What are the basic ingredients in a cappuccino?
- a) Coffee, Milk, Foam
  - b) Espresso, Foam
  - c) Espresso, Steamed Milk, Foam
  - d) Espresso, Cream, Foam

- CX 12) What is a café au lait?
- a) Coffee, Steamed Milk
  - b) Coffee, Cold Milk
  - c) Coffee, Cream, Sugar
  - d) Espresso, Cold Milk

- C 13) What does "half caf" mean?
- a) Half cream and half regular milk
  - b) Half as much coffee as normal
  - c) Half regular and half decaf coffee

- XC 14) What does it mean when a customer requests their cappuccino "dry"?
- a) Less milk and more foam
  - b) No milk and lots of foam
  - c) Extra foam
  - d) No foam and no milk

- B 15) What is an Americano?
- a) Regular drip coffee
  - b) Espresso with water
  - c) Coffee with cream
  - d) Iced coffee