

## 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 Barbara Campbell Date: 08/23/18  
 Home Telephone (949) 573-7519 Other Telephone ( ) \_\_\_\_\_  
 Present Address 1351 ~~Armadale~~ Armadale Avenue Apt #14 Los Angeles, CA 90042  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address attentiveheart@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Banquet server Salary desired: \$25/hour

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 \_\_\_\_\_ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☒

Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes X No \_\_\_ If hired, on what date could you start working? 09/01/18

**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>X</u>			<u>X</u>			<u>X</u>
PM	<u>X</u>			<u>X</u>			<u>X</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 X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No \_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
<i>Putnam City High School</i>	<i>OKlahoma</i>	<i>High School</i>	<i>yes</i>
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	<input checked="" type="radio"/> NO
Special: <i>Microsoft, SPSS, Google Docs, Pages, P.P. Bilingual: Spanish/English</i>			

## 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 *Magnolia House*  
 Type of Business *Restaurant* Telephone No. ( ) Supervisor's Name *Andrew Burroughs*  
 Your Position and Duties *server: deliver restaurant food, explain menu, sell upsell craft cocktails, strong personality*

Dates of Employment: From *2/17/17* To *10/7/2018*  
 Reason for Leaving: *could not work late night shifts anymore*

Name and Address of Employer *Fishermans Restaurant*  
 Type of Business *Restaurant* Telephone No. *(949) 498-6390* Supervisor's Name *Mark Piazza*  
 Your Position and Duties *Greeter customer take order, input order on P.O.S, run and deliver drinks, clean table and general restaurant*

Dates of Employment: From *07/2008* To *01/2009*  
 Reason for Leaving: *moved*

Name and Address of Employer *Ritz Carlton (Laguna Niguel)*  
 Type of Business *Hotel* Telephone No. *(949)* Supervisor's Name  
 Your Position and Duties *front desk server: clean dishware, set up table, stock goodie bags, deliver food in a condominiums manner*



Dates of Employment: From 01/2004 To 01/2005

Reason for Leaving: moved

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 X

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: Lisa Goldsman

Telephone No. (949) 275-6933

Address San Clemente

Occupation: Server

Relationship: co-worker

Number of Years Acquainted: 6

Name: Alaska Herde

Telephone No. (949) 810-7763

Address San Clemente

Occupation: Designer

Relationship: ex-co-worker

Number of Years Acquainted: 14

Name: Karen Hells

Telephone No. (949) 810-7772

Address San Clemente

Occupation: Entrepreneur

Relationship: Friend

Number of Years Acquainted: 8

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

BC 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.

BC 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.

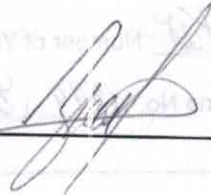
BC I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

BC 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.

BC 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**

08/23/18



## **BARBARA CAMPINS**

**OBJECTIVE:** Seeking a position as a food server in order to create a memorable dining experience for each guest as well as to contribute positively to the restaurant team. I pride myself in anticipating the guest's needs and providing attention to detail.

### **KEY QUALIFICATIONS**

- Rapport building with guests through positive and friendly attitude
- Strong communication skills, adaptability and the ability to build good relationships with co-workers.
- Familiar with standard restaurant operations and Serve Safe certified.
- Experience in diverse bar and restaurant settings
- Bilingual in Spanish and English

### **SERVING EXPERTISE**

- Able to handle multitasking and high volume demands while providing a high standard of service
- Genuine interest in providing guest satisfaction by staying present with each one of them and listen to their verbal cues as well as non-verbal cues.
- Successfully handle a guest's dissatisfaction by acknowledging their complaint, apologizing, communicating the issue with management and promptly providing a solution.

### **RELEVANT EXPERIENCE**

#### **MAGNOLIA HOUSE-PASADENA, CA**

**July 2017-July 2018. Andrew Bugreyev/General Manager**

Created a warm and welcoming experience for guests. Anticipated guest's needs. Strong communication skills with guests and co-workers. Teamwork oriented. Ability to multitask and stay calm in a fast paced environment

#### **FISHERMANS RESTAURANT-SAN CLEMENTE, CA.**

**July 2008 -December 2017. Mark Esparza/General Manager**

Cocktail Server. Popular and extremely fast paced bar/restaurant among tourists as well as in the neighborhood. Serving mostly appetizers and cocktail specialties. Informed guests of daily specials, happy hour menu, as well as suggested items when appropriate. Assist the team and customer's needs even if not in assigned waiting section. Maintained clean, stocked and organized service station at all times.

#### **THE BRASSERIE PUCK, FRENCH CUISINE, LAS VEGAS, NV.**

**March 2009-March 2010 Matt Dickerson/General Manager**

Server. Fine dining restaurant owned by Wolfgang Puck with a modern brasserie french menu and extensive wine list. Followed high standards of fine dining service: delivery of dishes, guest position numbers, clearing of plates, timetable for steps of service, etc... Attended weekly staff meetings with sous chef, pastry chef, sommeliers and managers in order to learn new dishes, desserts and wines and how to pair them appropriately,

**EDUCATION** Associates in Science. Currently completing Bachelors in Public Health at California State Dominguez Hills.

**ADDITIONAL SKILLS AND CAPABILITIES:** Fluent in Spanish (speaking and writing). Strong oral and written communication skills. In depth knowledge of adhering to business standards for serving beverages, possess a true desire to take in new challenges and opportunities, flexibility, awareness, and the ability to be tolerant in negative situations.





Name

Barbara Campisi**Servers Test****Score / 35****Multiple Choice**

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

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**F SculleryA Queen MaryD Chaffing DishB French PassingG Russian ServiceF CorkscrewC Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water

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)

C. Used to hold a large tray on the dining floor

D. Area for dirty dishware and glasses

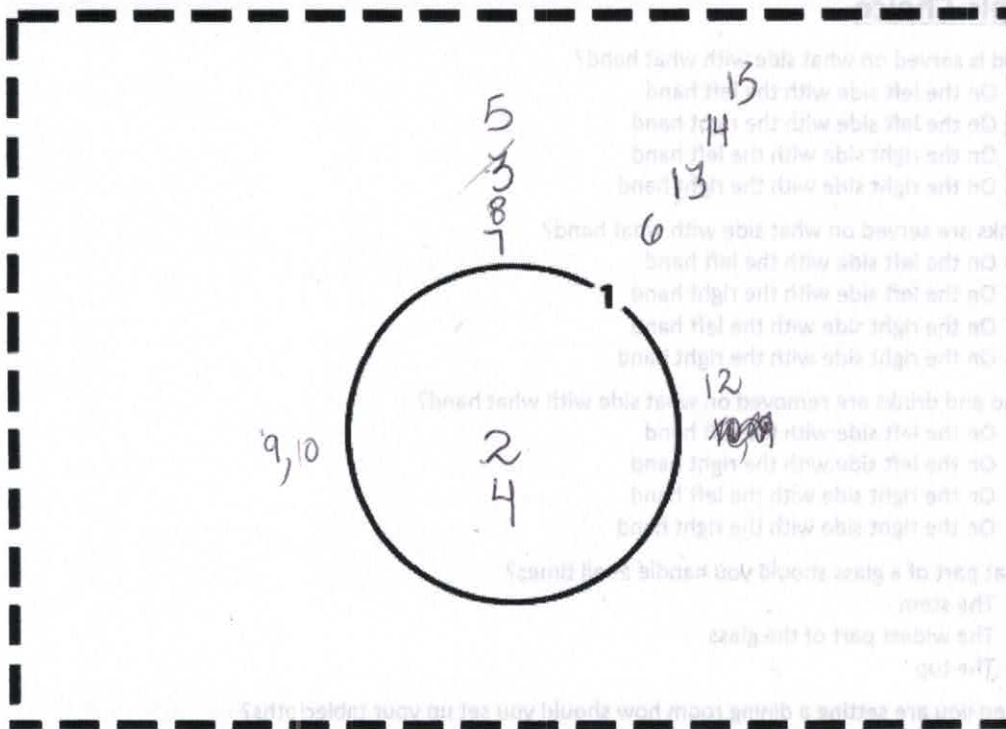
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F. Used to open bottles of wine

G. Style of dining in which the courses come out one at a time

Name \_\_\_\_\_  
Servers Test

Score / 35



**Draw a formal place setting containing all of the following:**

- |                            |                  |                      |
|----------------------------|------------------|----------------------|
| 1. Service Plate           | 7. Teaspoon      | 13. Water Glass      |
| 2. Salad Plate             | 8. Soup Spoon    | 14. Red Wine Glass   |
| 3. Bread Plate & Knife     | 9. Salad Fork    | 15. White Wine Glass |
| 4. Napkin                  | 10. Dinner Fork  |                      |
| 5. Name Place Card         | 11. Dessert Fork |                      |
| 6. Tea/Coffee Cup & Saucer | 12. Dinner Knife |                      |

**Fill in the Blank**

- The utensils are placed 5 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sweetener, cream, spoon, lemon.
- Synchronized service is when: delivering bread and butter synchronized with other team members.
- What is generally indicated on the name placard other than the name? \_\_\_\_\_
- The Protein on a plate is typically served at what hour on the clock? 7
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
communicate with the captain regarding this need.