



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 Valeria Tinoco Date: 09/07/18
 Home Telephone (661) 523 5133 Other Telephone ()
 Present Address 599 S 10th Street #33
 Permanent Address, if different from present address:
 Email Address Vtinoco123@gmail.com

EMPLOYMENT DESIRED

Position applying for: Commision Stand worker Salary desired: 16.50

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 Indeed 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? 09/08/18

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>anytime</u>						
PM		<u>after 3pm</u>	<u>after 3pm</u>	<u> </u>	<u> </u>	<u>anytime</u>	<u>anytime</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:							

PERSONAL INFORMATION

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 the San Francisco Fair Chance Ordinance, 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?
SJSU	San Jose, CA	1 year	not yet
Do you have any special licenses, certificates or special training? If so please list under "Special".			
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: CPR & first aid			

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 Helpful hands respite services
 Type of Business Child care agency Telephone No. (661) 952 5772 Supervisor's Name Maria
 Your Position and Duties in home respite for kids with disabilities

Dates of Employment: From March 2017 To Aug 2017 Weekly Pay: Starting 10.50 Ending 10.50
 Reason for Leaving: moved away for college

Name and Address of Employer Ymca
 Type of Business Nonprofit Telephone No. (818) 368 3231 Supervisor's Name Soonie
 Your Position and Duties one-on-one for a kid with autism

Dates of Employment: From Sep 2016 To Feb 2017 Weekly Pay: Starting 10.50 Ending 10.50
 Reason for Leaving: travel

Name and Address of Employer _____

Valeria Tinoco

661-523-5133

vtinoco123@gmail.com

EXPERIENCE

Dispatcher/Driver/Navigator, Safe Rides

Santa Clarita, CA — 2015-2016

Volunteered as a driver, picking up teens who were not in a condition to drive, and for those who did not want to ride with an unsafe driver. Also worked dispatching, answering phones and writing down information.

Yearbook Captain, SCVi

Santa Clarita, CA — 2015-2016

Director of the yearbook, overseeing the yearbook team and designing/editing pages.

Intern for a Kindergarten Class, SCVi

Santa Clarita, CA — 2015-2016

Assisted the teacher and worked with kids to advance their reading and writing skills.

Baby Sitter

Val Verde, CA — 2015-2016

Cared after one infant and a toddler.

Political Canvasser

Valencia, CA — 2016

Worked door to door and on the phone to inform undecided voters about their candidates.

YMCA: Child Care

Porter Ranch, CA — 2016-2017

One on One for a 5 year old child with autism.

Helpful Hands Respite Services

Canyon Country, CA — 2017

Child care for children with intellectual disabilities, in home or at a daycare.

EDUCATION

Santa Clarita Valley International Charter School

Highschool Diploma — 2012-2016

G.P.A. 3.50

San Jose State University

Undergrad — 2017- Present

SKILLS

- Spanish Fluency
- Proficient with Microsoft
- Leadership
- CPR & First Aid certified

Servers Test

Multiple Choice

- C 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
- b 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
- b 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
- b 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
- a 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>C</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>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>E</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

8.6%

- 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
- C 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
- 6 6) What is the current sales tax rate in your city _____?
- 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

Interview Note Sheet

Applicant Information	
Name: <u>Valeria Tinoco</u>	Interviewer: <u>Alaura</u>
Date: <u>09/07/2018</u>	Rate of Pay:
Position (s) Applied for: <u>server / cashier / concessions</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
<p><u>Knife Skills</u></p> <p>English major - from LA working with kids</p> <hr/> <p><u>Cuisines</u></p> <p>kids w/ autism 1 on 1 - in class aide day care - nanny</p> <hr/> <p><u>Stations:</u></p> <p>volunteered for safe drive - Dispatch</p>	<p style="text-align: right;">Total of _____ in Food Service</p> <p>political canvasser</p> <hr/> <p>ran yearbook team</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>hasschool M-T until 3pm @ SJSU</p> </div> <p style="text-align: center; margin-top: 20px;"><u>needs FHC</u></p>

P.O.S. Experience: Y / N details: _____

Transportation				
<u>Car</u>	Public Transit	Carpool (Rider / Driver)		
Regions Available to work:				
SF City	SF North	SF Peninsula	East Bay	Outer East Bay
<u>San Jose</u>	South San Jose	<u>SJ Peninsula</u>		
Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other _____	Will Submit
Availability				
<u>Open</u>	<u>AM only</u>	PM only	Weekdays only	Weekends only
Details: <u>morning mid preferred</u>				
Uniforms Owned:				
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest
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: