

## 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 Richard Mcek Date: 9/17/18  
Home Telephone (408) 417-6051 Other Telephone ( ) \_\_\_\_\_  
Present Address 5364 Cheris Court  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Richjmcek@aol.com

### EMPLOYMENT DESIRED

Position applying for: Food stock/serve/receiving Salary desired: 16.00  
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 \_\_\_ No ☒ If hired, on what date could you start working? - Soon As needed

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		6-1pm	6-1pm	6-1pm	6-1pm	6-1pm	
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

Kenny Robinson

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 \_\_\_



# 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?
Monterey Peninsula College	Monterey, CA	AA	Yes
CSU East Bay	Hayward, CA	BA	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: CPR training (through YMCA) *microsoft (word, powerpoint, excel) *Adobe			

## 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 YMCA of Silicon Valley 5636 Santa Teresa Blvd

Type of Business After school Telephone No. (408) 226-9622 Supervisor's Name Grabby Leonzo

Your Position and Duties Teacher

-Responsible for learning lessons & safety of children.

Dates of Employment: From Sept 2017 To present Weekly Pay: Starting 15.00 Ending 15.00

Reason for Leaving: N/A

Name and Address of Employer Evergreen Valley College

Type of Business Education Telephone No. (408) 274-7900 Supervisor's Name Victor Garza

Your Position and Duties office Assistant (work study)

Dates of Employment: From Aug 2015 To May 2016 Weekly Pay: Starting 14.00 Ending 14.00

Reason for Leaving: Graduated from this school

Name and Address of Employer Marshalls 5652 Cottle Rd. 95127



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Your Hospitality Staffing Professionals

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

Your Position and Duties guyer/cashier

Dates of Employment: From Aug 2015 To oct 2016 Weekly Pay: Starting 13.50 Ending 13.50

Reason for Leaving: expanding my skills beyond retail

Name and Address of Employer

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

Your Position and Duties

Dates of Employment: From To Weekly Pay: Starting Ending

Reason for Leaving:

Have you ever been fired from any previous place of employment? If so, please explain: No

## 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: Zhané Whitworth Telephone No. (408) 477-4522

Address 5632 Santa Teresa BLVD

Occupation: Pre-school Relationship: friend/co worker Number of Years Acquainted: 3

Name: Kenny Robinson Telephone No. (408) 768-1232

Address

Occupation: works for Acrobat Relationship: friend/works here Number of Years Acquainted: 10

Name: Gabby Lorenzo Telephone No. (408) 355-5656

Address 5632 Santa Teresa BLVD

Occupation: Director of childcare Relationship: supervisor Number of Years Acquainted: 1 1/2



# Interview Note Sheet

Applicant Information	
Name: <u>Richard Meek</u>	Interviewer: <u>Maurn</u>
Date: <u>09/17/2018</u>	Rate of Pay:
Position (s) Applied for: <u>Serving / Food receiver /</u>	Referred by: <u>Kenny Robinson</u>

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

Seeking:
Full-Time
<u>Part-Time</u>

## Relevant Experience & Summary of Strengths

Knife Skills CSU - East Bay - Sociology Total of \_\_\_\_\_ in Food Service

Cuisines enjoys playing sports  
started coaching - figured out he wanted to work  
with youth & help guide them in right direction

works @ YMCA M-F 2:30pm-6pm ← main job  
looking for anything that will end before

Stations: Fresh Society - high end  
retail ≈ 3 year exp  
outgoing, good positive attitude

needs FHC

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:

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:



Name Richard Meek

**Servers Test**

Score 23/35

-12

**Multiple Choice**

66%

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

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

b 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 9.25?

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