

Interview Note Sheet

Applicant Information	
Name: <u>Elena Kaplan</u>	Interviewer: <u>Alaura</u>
Date: <u>09/25/2018</u>	Rate of Pay:
Position (s) Applied for: <u>Cashier/Concession</u>	Referred by:

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

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths	
<p><u>Knife Skills</u></p> <p>@ Party Staff & Food + Beverage Innovation</p> <p>@ Veterinarian clinic P/T</p> <p><u>Cuisines</u></p> <p>go to Hartnell in Salinas</p> <p>-mostly online</p> <p><u>Stations:</u></p>	<p>Total of _____ in Food Service</p> <p style="text-align: center; font-size: 1.5em;">only P/T</p>

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

Transportation	
<input checked="" type="radio"/> Car	<input type="radio"/> Public Transit
<input type="radio"/> Carpool (Rider / Driver)	
Regions Available to work:	
SF City	SF North
<u>San Jose</u>	<u>South San Jose</u>
SF Peninsula	East Bay
<u>SJ Peninsula</u>	Outer East Bay
Certifications (if any)	
TIPS	Serv-Safe
LEAD	Other <u>FHC</u>
Will Submit	
Availability	
<input checked="" type="radio"/> Open	<input type="radio"/> AM only
<input type="radio"/> PM only	<input type="radio"/> Weekdays only
Weekends only	
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:	

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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 Elena A. Kaploy Date: 9-25-18
Home Telephone () Other Telephone (831) 566-7409
Present Address 19745 Wild Pinto Way
Permanent Address, if different from present address: _____
Email Address Kaploy79@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server

Salary desired: _____

Are you currently registered with any staffing and/or employment agencies? If so, please list
Party Staffing

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? September 29

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							
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 _____

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 ___

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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?
Monte Vista Christian	Watsonville Ca	High School Diploma	Yes
Hartnell College	Salinas Ca	Enrolled	Not yet
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: Microsoft word, powerpoint, Excel			

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 The Party Staff; 286 E. Hamilton Ave. Campbell;
 Type of Business Staffing Telephone No. () Supervisor's Name Vanessa
 Your Position and Duties Server; serving, bussing, dishwashing (Castro)
Setup, break down, and beer tap.
 Dates of Employment: From July 2018 to Present Weekly Pay: Starting \$115 Ending
 Reason for Leaving:

Name and Address of Employer Del Mar Pet Hospital, Sunset Way Apts
 Type of Business Pet Hospital Telephone No. (831) 688-9 Supervisor's Name Sabrina
 Your Position and Duties Veterinary Nurse Assistant;
the care of cats and dogs under Dr. supervision
 Dates of Employment: From May 2013 to Present Weekly Pay: Starting \$10.5 Ending \$14.50
 Reason for Leaving:
 Name and Address of Employer