

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 Salina Correa Date: _____
 Home Telephone (708) 326 9040 Other Telephone (____)
 Present Address 204 La Rossa Crt.
 Permanent Address, if different from present address: _____
 Email Address Caliguel/sj.sc@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: 17-18
 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 Leng, Chong 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? 10/22/18

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>open</u>						<u>open</u>
PM	<u>Open</u>	<u>3:00pm - 3:00pm</u>	<u>3pm</u>	<u>3pm</u>	<u>3pm</u>	<u>3pm</u>	<u>Open</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 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?
Liberty High	St. CA	12	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: <i>kitchen experience, cashier experience, stocking, food service worker experience.</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 Chartwells.

Type of Business _____ Telephone No. (____) _____ Supervisor's Name Robbie Ackin 800.

Your Position and Duties Food Service Worker

Dates of Employment: From 09/18 To present Weekly Pay: Starting 18 Ending _____

Reason for Leaving: still w/company

Name and Address of Employer Belmont Village.

Type of Business Senior living Telephone No. (408) 9844767 Supervisor's Name Jessica Sanders.

Your Position and Duties Caregiver.

Dates of Employment: From 01/18 To 09/18 Weekly Pay: Starting 16.25 Ending _____

Reason for Leaving: better pay

Name and Address of Employer _____

Cashier Test

Score / 15

a 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

— 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

d 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?

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

$$\begin{array}{r}
 1.25 \\
 0.90 \\
 0.79 \\
 \hline
 2.94
 \end{array}$$

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

$$\begin{array}{r}
 10.50 \quad 7.25 \\
 10.50 \quad 7.25 \\
 \hline
 21.00 \quad 14.50 \\
 \hline
 35.50 \\
 \hline
 50.00 \\
 \hline
 14.50
 \end{array}$$

d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$10.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

$$\begin{array}{r}
 3.75 \\
 4.25 \\
 \hline
 8.00 \\
 \hline
 10.00
 \end{array}$$

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

$$\begin{array}{r}
 3.75 \quad 3.75 \quad 1.25 \quad 2.50 \quad 0.99 \\
 3.75 \quad 3.75 \quad 1.25 \quad 2.50 \quad 100.00 \\
 \hline
 7.50 \quad 7.50 \quad 2.50 \quad 5.00 \quad 28.50 \\
 \hline
 15.00 \quad 15.00 \quad 5.00 \quad 7.50 \quad 76.50 \\
 \hline
 0.50 \quad 0.50 \quad 0.50 \quad 0.50 \quad 0.50
 \end{array}$$

TEST_Cashier (2013.07.31)

d 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

1 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.

14) What are the acceptable forms of ID for alcohol purchases? Ca 10.

15) How many \$20 bills are in a bank band? 5

Name Salina Corra Score 135

Servers Test

Multiple Choice

a 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

d 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 dinning 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

A Scullery

Queen Mary

E Chaffing Dish

French Passing

Russian Service

I Corkscrew

F 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

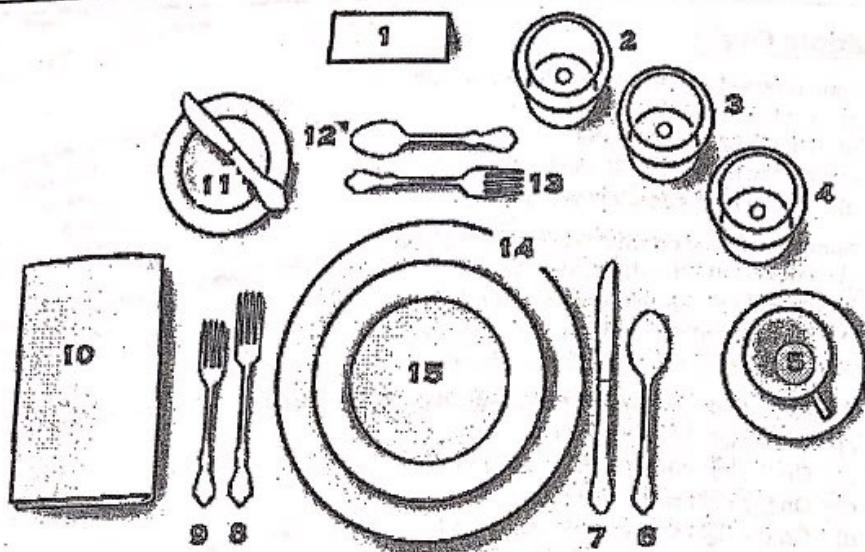
E Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Used to open bottles of wine

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

CRAWFORD, LAURYN
11/17/18

Servers Test



Match the Number to the Correct Vocabulary

10

Napkin

11

Bread Plate and Knife

12

Name Place Card

13

Teaspoon

14

Dessert Fork

15

Soup Spoon

16

Salad Plate

17

Water Glass

Dinner Fork

Tea or Coffee Cup and Saucer

Dinner Knife

Wine Glass (Red)

Salad Fork

Service Plate

Wine Glass (White)

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? _____
3. Synchronized service is when: _____
4. What is generally indicated on the name placard other than the name? _____
5. The Protein on a plate is typically served at what hour on the clock? _____
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? _____

Interview Note Sheet

Applicant Information

Name: <u>Calina Corren</u>	Interviewer: <u>Alaura</u>
Date: <u>10/20/2018</u>	Rate of Pay:
Position(s) Applied for: <u>Cashier / Concessions / Server</u>	Referred by: <u>kelvychong</u>

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

Knife Skills

currently chartswell
since Sept.

Total of _____ in Food Service

Cuisines

1 Belmont - caregiver
2 Jan - Sept ≈ 9 months

Stations:

3 McDonald's - cashier
≈ 4 months

1

2 Taco Bell / KFC - Cashier
≈ 2 months

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

FHC

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

OPEN

Details:

2-3 Distant -

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:

CRANFORD, CA 95016