

# 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 (408) 326 9040 Other Telephone (\_\_\_\_) \_\_\_\_\_  
Present Address 204 La Rossa Crt.  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Calique/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 Keng, 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 -</u>	<u>3:00pm</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 30. 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?
Liberty High	SL CA	12	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<del>NO</del>
Are you computer literate? If so, list software knowledge under "Special."		YES	<del>NO</del>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<del>NO</del>
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: <u>kitchen experience, cashier experience, stocking, food service worker experience</u>			

## 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 Chartnells

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Robbie Dickinson

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**

- 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
- 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
- b 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
- 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 \$12.00 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

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

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

$$\begin{array}{r} 50.00 \\ 21.00 \\ 14.50 \\ \hline 14.50 \end{array}$$

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

$$\begin{array}{r} 12.00 \\ 8.00 \\ \hline 4.00 \end{array}$$

$$\begin{array}{r} 3.25 \\ 3.25 \\ \hline 6.50 \end{array}$$

$$\begin{array}{r} 3.75 \\ 3.75 \\ \hline 7.50 \end{array} \quad \begin{array}{r} 1.25 \\ 1.25 \\ \hline 2.50 \end{array}$$

$$\begin{array}{r} 2.50 \\ 2.50 \\ \hline 5.00 \\ 2.50 \\ 2.50 \\ \hline 10.00 \\ 10.00 \\ \hline 20.00 \end{array}$$

$$\begin{array}{r} 100.00 \\ 20.00 \\ \hline 80.00 \end{array}$$

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



Name Salina Correa

## Servers Test

Score 135Multiple 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 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

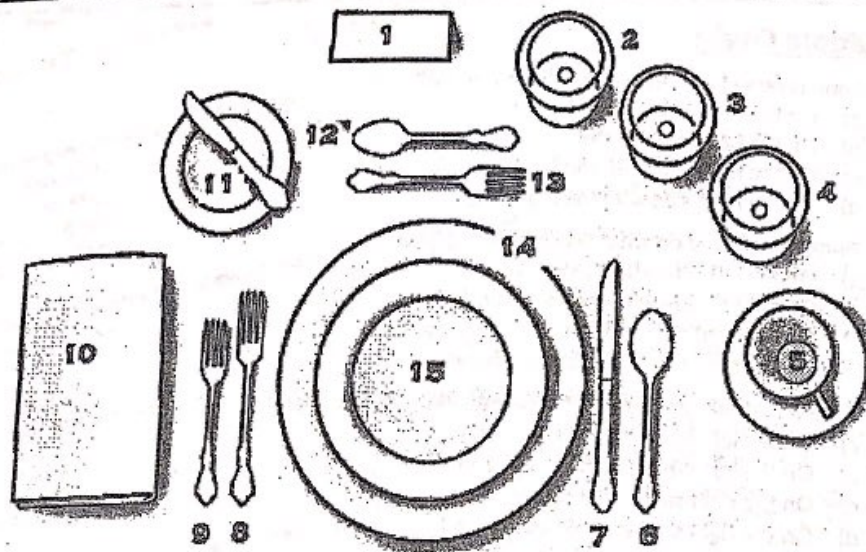
Match the Correct VocabularyA SculleryQueen MaryE Chaffing DishFrench PassingRussian ServiceF CorkscrewG Tray Jack

- 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 \_\_\_\_\_  
Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

- |                                 |                                    |
|---------------------------------|------------------------------------|
| <u>10</u> Napkin                | _____ Dinner Fork                  |
| <u>11</u> Bread Plate and Knife | _____ Tea or Coffee Cup and Saucer |
| _____ Name Place Card           | _____ Dinner Knife                 |
| _____ Teaspoon                  | _____ Wine Glass (Red)             |
| _____ Dessert Fork              | _____ Salad Fork                   |
| _____ Soup Spoon                | _____ Service Plate                |
| _____ Salad Plate               | _____ Wine Glass (White)           |
| _____ Water Glass               |                                    |

**Fill in the Blank**

- The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_
- Synchronized service is when: \_\_\_\_\_
- 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? \_\_\_\_\_
- 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>Salina 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>Kenny Chong</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

currently - chatterswell  
since sept.

Total of \_\_\_\_\_ in Food Service

### Cuisines

Belmont - caregiver  
Jan - sept ≈ 9 months

### Stations:

McDonald's - cashier  
≈ 4 months

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

Details:

2:30 start -

OPEN

### 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: