

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 Mr Andre R Baylor Date: 1/5/2019
 Home Telephone (415) 532-9005 Other Telephone (415) 532-9005
 Present Address 241 4th street Apt 310 San Francisco Ca 94103
 Permanent Address, if different from present address:
 Email Address D14Baylor@msn.com

EMPLOYMENT DESIRED

Position applying for Cashier, Food Service, Waiter Salary desired:

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

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: Open To: Open

How did you find out about our open position? (Please check fill in proper name of source):

Referral Name of Referral America Works 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?

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>8am - 12pm</u>						
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

ND

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

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 any and all Fair Chance Ordinances, 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?
DeWitt Clinton H.S.	Bronx N.Y.C.	Completed	Move to S.D.
Educational Cultural Complex S.D.		Completed	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 AB
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: Quick Response Safe Customer Service			

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

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving:

Name and Address of Employer

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving:

Name and Address of Employer

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving:

Name and Address of Employer

Type of Business _____
Your Position and Duties _____

Telephone No. (____)

Supervisor's Name _____

Dates of Employment: From _____ To _____

Reason for Leaving:

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No
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: Tewell Dow Telephone No. (415) 532-8005

Address 481 Eddy St S. F. Ca. 94109

Occupation: Friend Cashier Relationship: Friend Number of Years Acquainted: 10

Name: Bon appetit Telephone No. (415) 572-1500

Address 24 Willie Mays Plaza S. F. Ca. 94103

Occupation: Food & Beverage Relationship: Employer Number of Years Acquainted: 15

Name: Stanley Telephone No. (415) 572-1500

Address 24 Willie Mays Plaza S. F. Ca.

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

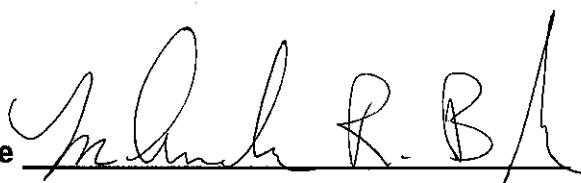
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature



Date



Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Mr Andre R. Baylor
Email: Dia.Baylor@msn.com
Phone number: 415 532-9005

Working Experience:

Company Name: Bon Appétit

Dates of Employment: 04/06/18 - until

Job Responsibility:

- - Cashier
- - Food Service
- - Same Cook
- - Dish Washing

Company Name: Center Plate

Dates of Employment: 04/2001

Job Responsibility:

- - Banquet Catering
- - Vendor: Food Service
- - Dish Washing

Company Name: Masonic Center

Dates of Employment: 04/2001

Job Responsibility:

- - Bar Back
- - Utility Clean Kitchen
- - Dish Washer

Skills

- - Cashier
- - Waiter
- - Banquet/Catering

Word Online

Print

Find

Help

Give Feedback to Microsoft

Andre Baylor**241 6th Street apt310****San Francisco Ca. 941403****Cell Phone (415)532-9005****DiaBaylor@msn.com****Customer Service**

- The ability to perform quality customer service to the public and vendors.
- Demonstrated Patience When dealing with disgruntled customers.
- Served public in a polite and courteous manner.
- Flexible attitude and willing to cooperate with team.
- Constantly seeking new ways to improve customer service
- Ability to train and motivate employees
- A team player, acknowledged as "Total Quality Customer Service Professional"
- Ability to work tactfully and under stress
- Ability to read, write and communicate in English
- Good judgment and common sense; ability to successfully resolve conflicts
- Honesty and dependability

Community Work:

- Received a Mental Health peer Counseling Certificate from the Independent Living Resource
- Center in San Francisco.
- Ability to get along well with a diverse population.
- Identify with peer's collective concerns and ability to provide support.
- Interacted effectively with public, co-workers and supervisors.
- Familiar with mental health issues and the homeless condition.

Work History:**Cashier, AT&T Ball Park (Center Plate 24 Willie Mays Plaza San Francisco, Ca 2000- Present****Cashier, Moscone Center 747 Howard St. San Francisco Ca. 2007 – Present****(415) 974-4183****Education and Certificate:****Mental Health Peer Counseling Certificate, Independent Living Resource Center****San Francisco, City College General Course work in Printing and Graphics****High School Diploma New York NY**

C 1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

D 2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

OK 3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

V 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

L 5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chafing dishes)
- d) Harsh chemicals
- e) All of the above

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

C 7) What should you do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

C 8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

C 10) What is the proper method for cleaning and sanitizing stationary equipment?

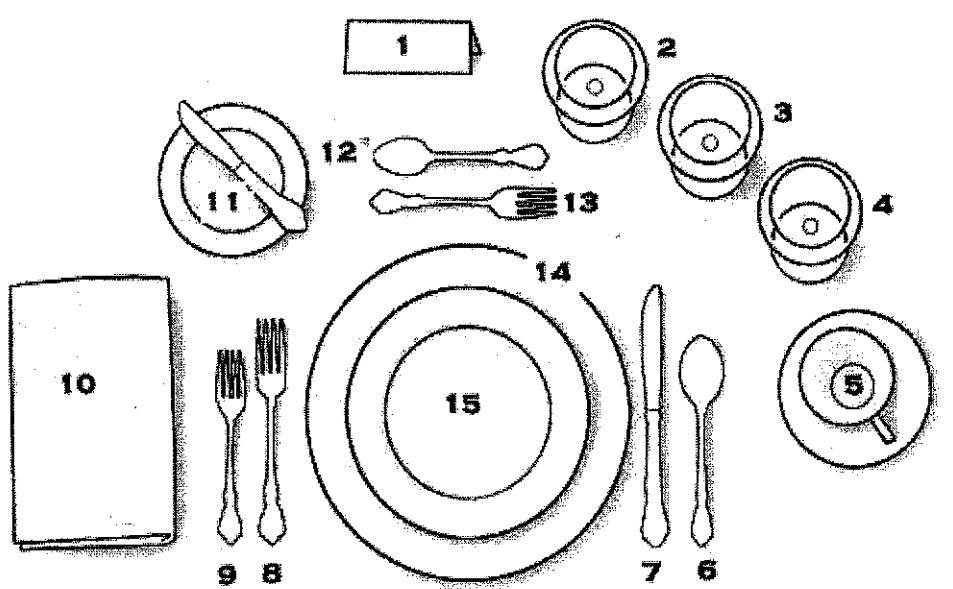
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

Multiple Choice

- 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
- 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
- 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
- 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
- 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
- 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

<input checked="" type="checkbox"/> Scullery	A. Metal buffet device used to keep food warm by heating it over warmed water
<input checked="" type="checkbox"/> 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)
<input checked="" type="checkbox"/> Chaffing Dish	C. Used to hold a large tray on the dining floor
<input checked="" type="checkbox"/> French Passing	D. Area for dirty dishware and glasses
<input checked="" type="checkbox"/> Russian Service	E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
<input checked="" type="checkbox"/> Corkscrew	F. Used to open bottles of wine
<input checked="" type="checkbox"/> Tray Jack	G. Style of dining in which the courses come out one at a time



Score / 35

Match the Number to the
Correct Vocabulary

<u>1</u>	Dinner Fork
<u>2</u>	Tea or Coffee Cup and Saucer
<u>3</u>	Dinner Knife
<u>4</u>	Wine Glass (Red)
<u>5</u>	Salad Fork
<u>6</u>	Service Plate
<u>7</u>	Wine Glass (White)

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>12</u>	Name Place Card
<u>13</u>	Teaspoon
<u>14</u>	Dessert Fork
<u>15</u>	Soup Spoon
<u>1</u>	Salad Plate
<u>C</u>	Water Glass

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?

Make sure it's on the order form
tell the main chef

Multiple Choice (1 point each)

1) A gallon is equal to 128 ounces

- a. 56
- b. 145
- c. 32
- d. 128

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, mince
- d. Mince, dice, chop

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

Prep Cooks Test

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) _____ & _____ are the basic seasoning ingredients for all savory recipes.

20) _____ : to cut into very small pieces when uniformity of size and shape is not important.



A 1) A roll of quarters is worth?
 a) \$5.00
 b) \$10.00
 c) \$15.00
 d) \$20.00

C 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

C 6) What is the current sales tax rate in your city 0.25?

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

C 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

C 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

C 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

3.75
 3.75
 1.25
 2.50
 2.50
 3.25
 3.25

Cashier Test

Score / 15

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

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? FACIALS YOU

15) How many \$20 bills are in a bank band? 100-100