

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 DEREK SIMMONS Date: JAN 28 19

Home Telephone (415) 305 5721 Other Telephone ()

Present Address 280 BEALE ST #402

Permanent Address, if different from present address:

Email Address MR.NDSIMMONS@GMAIL.COM

EMPLOYMENT DESIRED

Position applying for: ~~PREP~~ PREP COOK OR DISHWASHER Salary desired: 17.00

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): CRAIGSLIST

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?

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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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? 2015

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?
Coastline Community College	Fountain Valley	2 1/2 yrs	NO
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:
 Skilled with Microsoft Programs, basic computer maintenance/troubleshoot
 worked over 15 yrs in food service. Did POS systems for Bob Appetit

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: _____ **Telephone No.** (____)

Address _____

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

Name: _____ **Telephone No.** (____)

Address _____

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

Name: _____ **Telephone No.** (____)

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

D 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.

D 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.

D 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.

D 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.

D 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

[Signature]

Date

JAN 28 19

Derek Simmons

Email: mr.ndsimmons@gmail.com

EXPERIENCE:

Bon Appetit at Adobe Systems SF, April 2017 - Dec 12th. 2018 Catering Attendant & Management

- Job duties included regular catering set ups within all four of Adobe buildings in SF., to special orders for Execs. As well as regular daily lunch set ups at the 360 Harrison street location. Where I sat up the lunch line and operated the POS system. As a caterer for Adobe, I worked flexible shifts depending on events, like the once a week in house happy hour, which included beer & wine set up with various foods and bar bites.

McCormack Baron, Jan. 2017 - Feb. 2017, temporary position

- Assistant Housing Clerk, duties included maintaining resident files, certification documents, to invoices from contracted companies.

Michael Mina Oct. 2016 - Dec. 2016 San Francisco, CA.

- Lead Steward at Michelin Star restaurant, organized my crew, implementing innovative work efficient ideas. Was in charge of hiring, bringing new people to Michael Mina.

Duck Loi 2016 San Francisco, CA.

- worked as a cashier in this local Community grocery store. I worked in the Mission Dist. one

Amazon/Sync Truck July 2016 - Aug 2016 San Francisco, CA.

- Delivery driver, duties included organizing packages for delivery routes, maintaining great customer friendly service

Bon Appetite /Levi s Corporate building April 2015 to April 2016 San Francisco, CA.

- Dish washer and semi prep cook. Duties included keeping walk-ins cleaned and well organized. To maintaining supplies, help with catering etc.

Skaro Muzik Movement Ent. 2013 - 2015

- Self Employed, running a label that dealt with music artist, management, marketing and promoting. To also creating various events within the SF with the goal to employ people and put money back in the city.

Café Venue 2013 San Francisco, CA.

- Dish washer and prep cook.

Crown of Fire Records 2012 - 2013

- worked as assistant artist manager and promoter for Junior Toots, son of Legendary Toots Hibbert, of Toots and the Maytals. Help book shows and events.

Prince Neville's Original Jamaican Ginger Beer. 2011 - 2013 San Francisco, CA.

- Duties at this local Jamaican business startup included helping to actually make the product, to labeling, and distributing. I also help promote the product, getting it placed in various stores throughout SF.

Calvin Klein Performance 2013 San Francisco

- Temp job, help put the store together literally from out the UPS box. Duties included setting up displays and other merchandise

Farmer Brown's Market 2013 San Francisco, CA.

- I worked as prep cook, dish washer, maintained supplies and orders.

Gussies Chicken and Waffles 2011 - 2013 San Francisco, CA.

- I worked as a dish washer and prep cook up until the restaurant closed permanently.

Law Offices of Charles Carbone Esq. 2010 - 2012 San Francisco

- Assistant Clerk, my duties included filing, organizing client's files, answering phones, greeting clients, maintaining mail outs, both Law Office generated publications & Self Help programs. To regular mail, as well as various errands need for the Law Office.

KPOO Radio 2010 - 2012 San Francisco

- working in the City's historic free speech radio, outside of playing music, I conducted interviews with Music Artist to Politicians. I conducted research on various topics/ subjects that were to be discussed during

commentary part of the show. I also had the opportunity to reach out and build with many people throughout the community

Community College 2007 - 2010

- Business focus, as my pursuit was to achieve a MBA degree, but also took studies in Psychology and other fields

Sierra Nevada Conservation Camp Education Dept. 2007

- Educational Clerk for High School and GED preparation. I maintained student files, prepared assignments, graded work, and help tutor those that needed assistance.

REFERENCES UPON REQUEST

Summary of Qualifications:

I have over 15 years of experience in the Clerk/Admin. field. As well as, Sales and Food Service. I am a reliable quick learner, adept at meeting deadlines. Excellent communications skills, with emphasis on problem solving, finding solutions and working collaboratively to maintain company standards. I strive for excellence with a proven track record for leadership. Ability to work independently and with diversified teams.

Skills:

- Compiled and maintained database systems
- Familiar with Microsoft Office and internet
- Ability to reach sales quotas
- Excellent customer service skills
- Ability to manage multiple phone lines
- Skilled with preparation of individual clients
- Adept at maintaining filing systems: contracts, records, and meeting minutes.
- Strength in facilitating workshops and groups assignments

EDUCATION:

Coastline Community College

- Business "Intro To Business & The New Economy"
- Small Business Management & Operation
- Business Law
- Business Marketing
- Psychology "The Study of Human Behavior & Development "
- Philosophy "Logic & Critical Thinking"
- Food & Nutrition

Personal Studies/Alternative Education:

- Qi Gong
- Yoga & Deep breathing exercises
- Holistic Healing & Remedies

Multiple Choice (1 point each)

- 32 1) A gallon is equal to _____ 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
- A 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
- B 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 blanch 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
- C 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- D 7) What is Al Dente?
- a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- A 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

Prep Cooks Test

D 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

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

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

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

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

D 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

C 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

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

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

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

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

E 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

A

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

A

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) salt & pepper are the basic seasoning ingredients for all savory recipes.

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

- 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
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- D 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
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- E 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, chaffing 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
- X 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
- D 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

