

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 Camille Doell Date: _____
Home Telephone (415) 696-8839 Other Telephone (____) _____
Present Address 1454 UNION ST. SF, CA 94109
Permanent Address, if different from present address: ~~XXXXXXXXXX~~
Email Address Seasea24@gmail.com

EMPLOYMENT DESIRED

Position applying for: BUSSEY, SERVER, BARISTA Salary desired: _____

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

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? ASAP / OPEN

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 ___

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?
RAOUL WALLENBERG HS	SF, CA		YES
Do you have any special licenses, certificates or special training? If so please list under "Special."			
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: YOGA TRAINING / SERVICE INDUSTRY BACKGROUND			

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 SHIVA YOGA PEETH

Type of Business YOGA SCHOOL Telephone No. () Supervisor's Name SUDHIR ANNAND
Your Position and Duties PERSONAL ASSISTANT

Dates of Employment: From 2016 To 2018

Reason for Leaving:

Name and Address of Employer BEST BEVERAGES CATERING

Type of Business CATERING Telephone No. (818) 209-8004 Supervisor's Name EDWARD JENNIN
Your Position and Duties CONCESSIONS, SERVER

Dates of Employment: From 2014 To 2016

Reason for Leaving: NEW DIRECTION

Name and Address of Employer SAUSALITO CRUISING CLUB

Type of Business RESTAURANT/BAR Telephone No. (415) 298-3502 Supervisor's Name QUITO
Your Position and Duties BUSSER, SERVER, COCKTAIL WAITRESS, BARBACK

Dates of Employment: From 2011 To 2012

Reason for Leaving:

Name and Address of Employer CAFE ROMA

Type of Business CAFE

Telephone No. () N/A

Supervisor's Name TONY ROMA

Your Position and Duties

BARISTA

(CURRENTLY CLOSED)

Dates of Employment: From 2012 To 2014

Reason for Leaving:

Have you ever been fired from any previous place of employment? If so, please explain: NO

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?
If so, describe:

Yes ☐ No ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: SUPHIK ANNAND

Telephone No. (0091) 9627724204

Address LAXMAN SHOOLA, RISHIKESH, UTTARAKHAND, INDIA

shivayogapeeth123@gmail.com

Occupation: TEACHER

Relationship: PERSONAL ASSISTANT

Number of Years Acquainted: 4

Name: EDWARD JENNINGS

Telephone No. (818) 209 8004

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


- _____ 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** _____

- B 1) After brewing a pot or kettle of coffee how long is the coffee good for until you need to re-brew?
- a) 20 minutes
 - b) 30 minutes
 - c) 60 minutes
- B 2) What are the basic ingredients of a Latte?
- a) Milk, Espresso, Whipped Cream
 - b) Espresso, Steamed Milk
 - c) Water, Espresso, and Foam
- A 3) When making cup of tea for a customer, how long should you tell the customer to let the tea bags steep?
- a) 2 minutes
 - b) 4 minutes
 - c) 5 minutes
- C 4) When steaming milk for a beverage, what temperature should you steam the milk to?
- a) 150-160 degrees
 - b) 190-200 degrees
 - c) 120-130 degrees
- A 5) Once an Espresso Shot has been pulled from an Espresso machine, how long do you have to mix the shot with other liquid before the shot goes bad?
- a) 8 seconds
 - b) 20 seconds
 - c) 10 seconds
- C 6) What do you do if a customer says their latte does not taste like there is espresso in it?
- a) Tell them you made the drink according to the recipe so it should be fine
 - b) Apologize to the customer, then add another shot of espresso to their drink and encourage the customer to return
 - c) Apologize to the customer and remake their drink according to standards
 - d) Walk away and have another barista remake their drink
- B 7) You can re-steam milk _____?
- a) Only Once
 - b) Never
 - c) Sometimes
 - d) Always
- A 8) What is the proper ratio of coffee grounds to water?
- a) 2 Tablespoons coffee to 6oz water
 - b) 2 Tablespoons coffee to 8oz water
 - c) 1 Tablespoon coffee to 6oz water
 - d) 2 Teaspoons coffee to 8oz water
- D 9) A customer requests a non-dairy coffee beverage and you are out of soy, what actions do you take?
- a) Make their drink with regular milk and hope they do not notice
 - b) Apologize and ask the customer to come back tomorrow
 - c) Apologize and inform the customer we are out of soy, and offer a beverage alternative
 - d) Inform your manager we are out of soy

B 10) Decaffeinated coffee is 100% caffeine free?
a) True
b) False

B 11) What are the basic ingredients in a cappuccino?

a) Coffee, Milk, Foam
b) Espresso, Foam
c) Espresso, Steamed Milk, Foam
d) Espresso, Cream, Foam

X 12) What is a café au lait?
a) Coffee, Steamed Milk
b) Coffee, Cold Milk
c) Coffee, Cream, Sugar
d) Espresso, Cold Milk

C 13) What does "half caf" mean?
a) Half cream and half regular milk
b) Half as much coffee as normal
c) Half regular and half decaf coffee

B 14) What does it mean when a customer requests their cappuccino "dry"?
a) Less milk and more foam
b) No milk and lots of foam
c) Extra foam
d) No foam and no milk

B 15) What is an Americano?
a) Regular drip coffee
b) Espresso with water
c) Coffee with cream
d) Iced coffee

Name Camille Doell

Servers Test

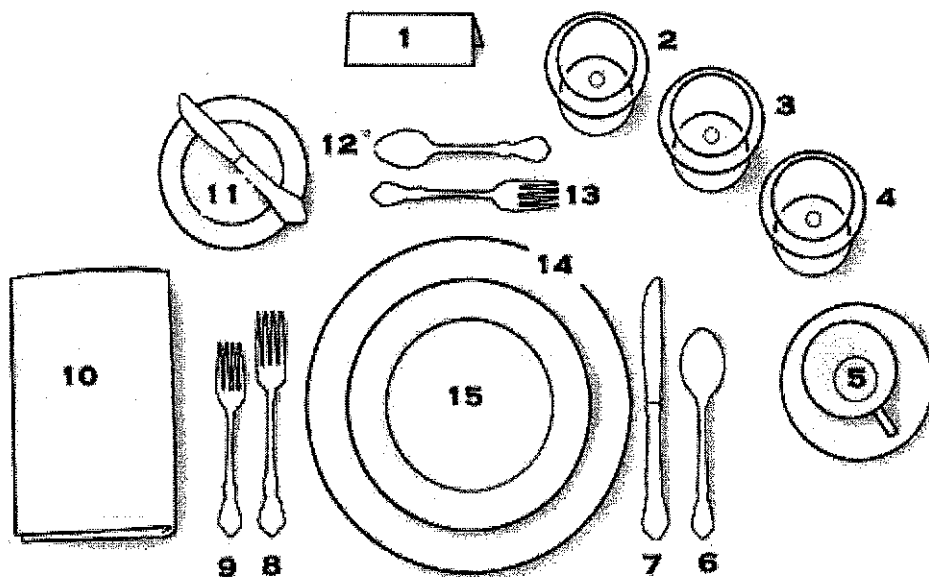
Score / 35

Multiple Choice

- B 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
- D 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
- D 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
- A 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 Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>D</u> 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) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | D. Area for dirty dishware and glasses |
| <u>B</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> 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

- 8 Dinner Fork
5 Tea or Coffee Cup and Saucer
7 Dinner Knife
2 Wine Glass (Red)
9 Salad Fork
14 Service Plate
3 Wine Glass (White)

- 10 Napkin
11 Bread Plate and Knife
1 Name Place Card
12 Teaspoon
13 Dessert Fork
6 Soup Spoon
15 Salad Plate
4 Water Glass

Fill in the Blank

1. The utensils are placed 1 inch (es) from the edge of the table.
 2. Coffee and Tea service should be accompanied by what extras? SUGAR, CREAM
 3. Synchronized service is when: _____
 4. What is generally indicated on the name placard other than the name? SEATING
 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?
INFORM GUEST OF OPTIONS AND ALTERNATIVES.

CAMILLE DOELL

(415) 696-8839 • seasea24@gmail.com • 1454 Union st., San Francisco, CA 94109

PROFESSIONAL SUMMARY

Hard working, open minded and motivated, I bring a well rounded and down to earth attitude to all work environments. Considered driven, talented, smart and a valuable addition to any team. Seeking a position that allows me to utilize my knowledge, dynamic background and ability to juggle multiple tasks, which no matter how chaotic things get I do with kindness and a sense of humor.

SKILLS

Highly Adaptable	Strong Work Ethic
Gets Along Well with Others	Friendly demeanor
Creative	Integrity
Health and wellness expertise	Service industry background

WORK HISTORY

Jun 2016 - Sep 2018
San Francisco, Ca ,
Rishikesh , India

Personal Assistant / Shiva Yoga Peeth

Responded to emails regarding yoga course inquiries.

Edited and assisted translation for correspondence from Shiva Yoga Peeth.

Coordinated and planned meetings and travel plans for the students and teachers at Shiva Yoga Peeth.

Nov 2014 - Mar 2016
San Francisco, CA

Server / Best Beverages Catering

Fast paced server for various catering events. Professional in hospitality and all aspects of serving front and back of house.

Demonstrated genuine hospitality while greeting and establishing rapport with guests.

Aug 2012 - Sep 2014
San Francisco, CA

Barista Manager / Cafe Roma

Barista manager responsible for all aspects of opening and closing cafe.

Proficient in the operation and maintenance of espresso machines.

Expertise in coffee varieties.

May 2011 - Jun 2012
Sausalito, CA

Server / Sausalito Cruising Club

Server of food and alcohol. Responsible for all set up and breakdown of restaurant. Also served as bar back and cocktail waitress.

Provided upbeat, friendly and attentive service.

ADDITIONAL INFORMATION

References Upon Request

