

Acrobat

outsourcing

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

First and Last Name: Donna McGuire
Email: dmcguire77077@yahoo.com
Phone number: 713-482-9473 cell
alt 281-531-9794 landline

Working Experience:

Company Name: Burnett
Dates of Employment: 2012 - 2018
Job Responsibility:

- Event Specialist / Data Entry
- Cashiering for large events
- Security
- Greeter / Registration

Company Name: So. TX College of Law
Dates of Employment: 2008 - 2009 (est)
Job Responsibility:

- Public Relations Events ASST
- Setup events, created invitation to alumni, staff, outside officials - like attorneys, mayor + Reps of state
- Greeter, Hosting, ticket taker, cleanup + Deeo.

Company Name: Sawway Sonic + Dairy Queen
Dates of Employment: High School Summers
Job Responsibility:

- Cashier
- Cartop + money handling
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Skills

- Cashiering
- Event Banquet serving / created Homecoming tickets
- for Westside Middle School
- working w/ conventions, seminars, schools, large venues assisting as Cashier / Greeter / Security

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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 Donna McGuire Date: 2/1/2019
Home Telephone (281) 531 9794 Other Telephone (713) 482 9473 Cell
Present Address 1620 Enclave Parkway #3113 HOUS, TX 77077
Permanent Address, if different from present address: Same
Email Address dmcguire 77077@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: top pay
Are you currently registered with any staffing and/or employment agencies? If so, please list
Yes, Command Ctr, Burnett
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): present employee not
Referral ☐ Name of Referral Shirley 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? currently available

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		Possible	Possible	Possible	Possible	Possible	X
PM	X	X	X	X	X	X	X
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>no</u>							

Possible open available M-F 2

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 ☐ Bus
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.) ☐

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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?
Eisenhower Jr State (NHCC)	Houston	VOE/Gen Business Admin	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."			32 hrs
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

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: Emmanuel Church
Type of Business: Church Telephone No. () Supervisor's Name: Dela
Your Position and Duties: Child Care Asst (Sundays)
Dates of Employment: From 2015 To Present
Reason for Leaving:

Name and Address of Employer: Wegman
Type of Business: Office Telephone No. () Supervisor's Name: Ashley
Your Position and Duties: Office Secretary Assignments
Dates of Employment: From 2012 To Present
Reason for Leaving:

Name and Address of Employer: Burnett
Type of Business: Events Telephone No. (713) 977-4777 Supervisor's Name: Angi
Your Position and Duties: Cashier, Meetin, registration
like Expo, Conferences

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: _____

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?
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: _____

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

dm 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.

dm 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.

dm 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.

dm 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.

dm 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

Diana Martinez

Date

2/1/19

Cashier Test

Score / 15

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

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

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

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 8.25% or 8.125

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

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

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

$$\begin{array}{r} 21.00 \\ 14.50 \\ \hline 35.50 \end{array}$$

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

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

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

$$\begin{array}{r} 7.50 \\ 2.50 \\ \hline 10.00 \\ 3.00 \\ \hline 13.00 \\ 6.50 \\ \hline 19.50 \end{array}$$

Cashier Test

Score / 15

- A 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
- b 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

once in getting it
once in presenting it to customer

Question & Answer:

- 13) What is the minimum age for legal alcohol purchases? 21
- 14) What are the acceptable forms of ID for alcohol purchases? TXDL or TX ID
- 15) How many \$20 bills are in a bank band? not sure, b/c never been given a band of 20's from anyone or had it ever sitting in a cash drawer that way,

Interview Note Sheet

Applicant Information

Name: <u>Donna M. Munoz-Mcguire</u>	Interviewer: <u>Celery 28</u>
Date: <u>2/1/19</u>	Rate of Pay:
Position (s) Applied for: <u>Cashier</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

<p>Cashier - 7⁺ years</p> <p>housekeeping - 1 1/2 yr.</p> <p>security - 2 yrs</p> <p>hostess - 2 yrs</p>	<p style="text-align: right;">Total of <u>7+ years</u> in Food Service/Hospitality</p> <p style="text-align: right;">- excellent worker</p> <p style="text-align: right;">- always on time</p> <p style="text-align: right;">- strong work ethic</p>
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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

Southwest

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other will get them Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: Changes every week

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

Convention Candidate?

Other Languages Spoken: