

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: SCU TX College of Law
Dates of Employment: 2008 - 2009 (est)
Job Responsibility:

- Public Relations-Events Asst
- Set up events, created Invitations to alumni, Staff, outside officials - like attorneys, mayor + Reps of state
- Greeter, Hostess, ticket taker, Cleanups + Deco.

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

- Cashier
- Cashier + money handling
-

Skills

- Cashiering
- Event Banquet serving / Created Home Coming Tickets
- for Westside Middle School
- Working w/ Conventions, Seminars, schools, large venues assisting as Cashier/Greeter/Security

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 Donald McGuire Date: 2/1/2019
 Home Telephone (281) 531 9794 Other Telephone (713) 482 9473 cell
 Present Address 1620 Enclave Parkway #3113 Houston, TX 77077
 Permanent Address, if different from present address: Same
 Email Address dmcguire77077@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, Bennett
 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 Chery Bennett
 Other Web Posting Other Source Newspaper Job Fair Agency Company Website
 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	Possible open availability M-F
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: no

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.) _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 Jame Star (NHCC)	Houston	VOETC Gen Business Admin	Yes 32 hrs
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:			

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

Your Position and Duties

Child Care Asst

Lela (Sunday)

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

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. (731) 977-4777

Supervisor's Name

Your Position and Duties

Pusher, Greeter, Registration
Security for Events + Events
like Expos, Conferences

Angie

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (_____) _____

Your Position and Duties _____ 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: _____

Name: _____ Telephone No. (_____) _____

Address: _____

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



Please Read Carefully, Initial Each Paragraph and Sign Below

John 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.

John 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.

John 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.

John 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.

John 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

John McInnis

Date

2/11/19

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

D

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

C

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%

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?

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

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?

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

B

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?

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

D

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?

$$\begin{array}{r}
 7.50 \\
 2 \\
 \hline
 10.00 \\
 5.00 \\
 13.00 \\
 6.50 \\
 \hline
 6.50
 \end{array}$$

A

a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

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 Preseling it to customer



Question & Answer:

13) What is the minimum age for legal alcohol purchases?
14) What are the acceptable forms of ID for alcohol purchases?
15) How many \$20 bills are in a bank band?

21

TXDL or TX ID

not sure, b/c never been given
a band of 20's from anyone
or had it ever setting in a
Cash drawer that way,

Interview Note Sheet

Applicant Information

Name: <u>Donna M. munoz-meguire</u>	Interviewer: <u>Celing 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

Cashier - 7+ years

Total of 7+ years in Food Service/Hospitality

Housekeeping - 1 1/2 yr.

Security - 2 yrs

Hostess - 2 yrs

- excellent worker
- always on time
- strong work ethic

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

Academy?

Convention Candidate?

Other Languages Spoken: