

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 LEWELLYN HARTZOG Date: _____
Home Telephone (415) 346-9769 ^{EXT 77418} Other Telephone (_____)
Present Address 111 TAYLOR #229 SAN FRANCISCO, CA.
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: DISHWASHING / FOOD PREP Salary desired: \$15.00 - +
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 FRIEND 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		OPEN	OPEN	OPEN	OPEN	OPEN	
PM		OPEN	OPEN	OPEN	OPEN	OPEN	

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

SYLVESTER KNIGHT

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?
JOHN ADAMS	SAN FRANCISCO, CA	12	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 <u>YES</u>	NO <u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO <u>NO</u>
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 <u>YES</u>	NO

Special: WORK AS FOOD SERVICE CLERK AT FEDERAL INSTITUTION SAFFORD, AZ. IN CHARGE OF ORDERING FOOD ON WEEKLY BASIS FOR 1100 INMATES, ALSO TOOK CARE OF PAYROLL FOR 30 PERSONAL. ASSISTED IN FOOD PREP ie: PRODUCE (VEGGIES)

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 BOP (COMMERCIAL, CA) Telephone No. () Supervisor's Name

Your Position and Duties

KITCHEN HELP - CLEAN TABLES, DISHWASHER

Dates of Employment: From 01/01/16 To 11/01/18

Reason for Leaving:

Name and Address of Employer

Type of Business BOP SAFFORD, AZ Telephone No. () Supervisor's Name

Your Position and Duties

FOOD SERVICE CLERK - IN CHARGE OF ORDERING FOOD ON WEEKLY BASIS FOR 1100 INMATES, ACTING PAY CLERK FOR 30 PERSONAL, PART-TIME FOOD PREP PRODUCE (VEGGIES)

Dates of Employment: From 01/01/14 To 09/01/16

Reason for Leaving:

Name and Address of Employer

Type of Business BOP SAFFORD, AZ Telephone No. () Supervisor's Name

Your Position and Duties

CMS CHIEF (CUSTODIAL MAINTENANCE SERVICE) CHIEF - IN CHARGE OF HANDLING OUT TOOLS FOR SPECIFIC JOBS, REQUIRED TO BE FAMILIAR WITH VARIOUS JOBS AND TOOLS REQUIRED TO COMPLETE JOB

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: ORGANIZER, RECRUITER (XEROX SCHOOL FOR SPEAKING AND SELLING SKILLS)
OSHA TRAINING (OCCUPATIONAL HEALTH & SAFETY ADMINISTRATION)

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

JA

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.

JA

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.

JA

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.

JA

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.

JA

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

02/08/19

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outsourcing

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

First and Last Name: Llewellyn Hartzog
Email: LHARTZOG748@gmail.com
Phone number: (415) 346-9769 EXT 77418

Working Experience:

Company Name: BUREAU OF PRISONS, LOMPOC, CA
SAFFORD, AZ
Dates of Employment: 10/01/16 - 10/01/18
Job Responsibility:

- - DISHWASHING
- -
- -
- -

Company Name: BUREAU OF PRISONS SAFFORD, AZ
Dates of Employment: 06/01/14 - 09/01/16
Job Responsibility: FOOD SERVICE CLERK / FOOD PREP

- - FOOD PREP
- - ORDER FOOD ON WEEKLY BASIS FOR 1100 INMATES
- - PAY CLERK
- -

Company Name: _____
Dates of Employment: _____
Job Responsibility:

- -
- -
- -
- -

Skills

- - OSHA (OCCUPATIONAL HEALTH & SAFETY ADMINISTRATION
- - PRISON MILITARY (RECRUITER, ORGANIZER, PLANNER ETC....
- -
- -

- 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
- 2) While washing dishes by hand, which item should you wear?
a) Cutting glove
b) Oven Mitt
c) Rubber glove
d) Nothing
- 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
- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
a) True
b) False
- 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
- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
a) True
b) False
- 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
- 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
- 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
- 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 point each)

- 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
- 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 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
- 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

Prep Cooks Test

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) 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.

