

## 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.

### EMPLOYEE INFORMATION

Full Name Heriberto Pinto Date:

Home Telephone (650) 630-9424 Other Telephone (    )

Present Address 169 East Vista Ave. Daly City CA 94014

Permanent Address, if different from present address:

Email Address herb0321@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server, Prep Cook 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?

**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	07:00	07:00	07:00	07:00	07:00	07:00	N/A
PM	10:00	10:00	10:00	5:00	10:00	10:00	N/A

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?
<i>Jefferson High School</i>	<i>Daly City, CA</i>		<i>YES</i>
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**

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:

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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 REFERRED REFERENCESS**

**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**

HP 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.

HP 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.

HP 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.

HP 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.

HP 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 2-12-2018

**Heriberto Prieto**

169 EAST VISTA AVE. DALY CITY, CA 94014

(650) 630-9424

herb0321@gmail.com

**OBJECTIVE**

To obtain a career, that will allow me to utilize my customer service skills to enhance and better the needs of your company. I also hope to grow and build upon my current skill set, while fulfilling my employer's expectations.

**SKILLS AND ACHIEVEMENTS**

- Valid California guard card
- High rise security experience
- Fluent in Spanish written & verbal
- Microsoft Word, Excel, PowerPoint, Outlook, and Internet Explorer
- Experience in managing others and delegating duties
- Able to multitask and work efficiently under pressure

**Employment History**

**Onyx Security**

Campbell, CA

September 2017- December 2018

- Coordinate with Property Management on day to day activities
- In charge of package logins and alert distribution system
- Monitor activity and assist tenants

**Eds**

South San Francisco, CA

January 2017- July 2017

- Car detailing
- Maintaining workplace safety
- Training new associates

**Protech Security**

San Francisco, CA

April 2014- December 2016

- Customer service
- First Response towards elderly
- Responsible for scheduling meetings and notifying involved parties

**Universal Protection Service**

San Francisco, CA

Security Officer

April 2008- March2014



- Customer service
- Managed team of 7 guards
- Monitoring CCTV surveillance cameras
- Performing detex checkpoints
- Checking in guests/clients
- Training new guards
- Typing Daily activity reports

**Pasta Pomodoro**

San Francisco, CA

Host

January 2008-March 2008

- Greet customers
- Accommodate all guests in a timely manner
- Support others when possible to maintain efficiency and professionalism of establishment

**Trader Vic's**

San Francisco, CA

Food Server

July 2007-December 2007

- Worked efficiently in a fast paced environment
- Promptly cleaned area for clients
- Coordinated with others to ensure the best experience for the customer
- Began training new associates after 3 months of employment

**Chevron**

South San Francisco, CA

Car Wash Operator

August 2006-May 2007

- Responsible for remembering what car belongs to which customer
- Responsible for ensuring all car wash machines operate properly
- Determining what machines are not functioning properly and why

**Education**

Jefferson Adult Education: GED

Daly City, CA

**References available upon request**



**Multiple Choice**A

1) Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

A

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

A

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

B

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

A

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

D

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- Try to convince the guests to eat what you brought them
- 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**D Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

E 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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

G French Passing

D. Area for dirty dishware and glasses

B Russian Service

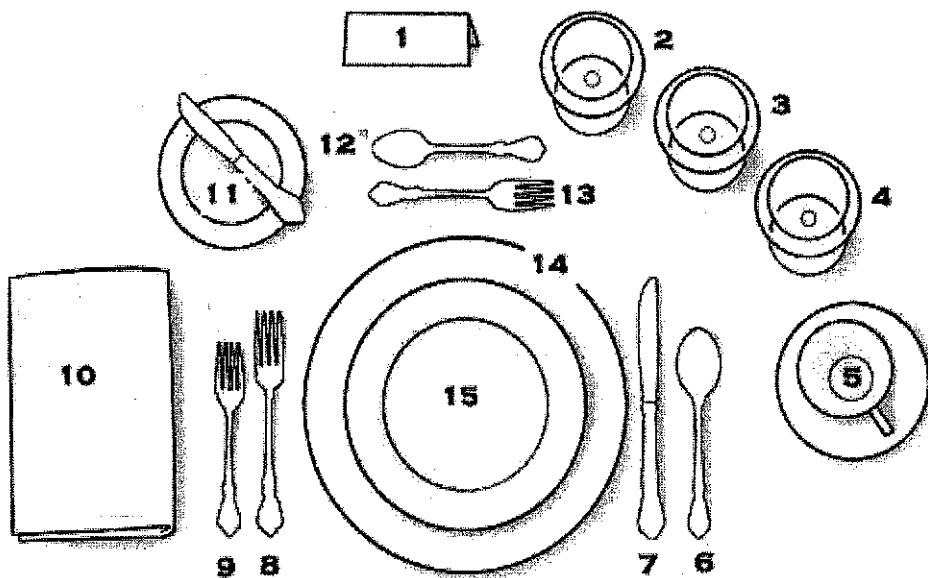
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

F. Used to open bottles of wine

C 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

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

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

Fill in the Blank

1. The utensils are placed 1 inch inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar
3. Synchronized service is when: 1
4. What is generally indicated on the name placard other than the name? BB VP
5. The Protein on a plate is typically served at what hour on the clock? 3 1
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Inform cook

Multiple Choice (1 point each)

D 1) A gallon is equal to \_\_\_\_\_ounces  
a. 56  
b. 145  
c. 32  
d. 128

C 2) Mesclun are what type of vegetable?  
a. Roots  
b. Beans  
c. Salad Greens  
d. Spices

B 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

A 5) How do you blanche 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

A 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

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

C 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

B 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

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

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

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

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

B 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

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.

