

## 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 ARNEL MANO Date: 02/22/19  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (917) 634.1212  
Present Address 88 PERRY ST # 404 SF, CA 94107  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address acalanosfe@gmail.com

### EMPLOYMENT DESIRED

Position applying for: SERVER, BAR/BACK Salary desired: NEG  
Are you currently registered with any staffing and/or employment agencies? If so, please list JACK CATERING  
DARTON EVENTS, ACTION FIGURES  
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): PRC  
Referral ☒ Name of Referral PRC 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? IMMEDIATE

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. ANYTIME

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?
Brownsburg High School	TACOMA, WA	4	YES
U of WA	SEATTLE, WA	4	YES
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."		<u>YES</u>	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."		<u>YES</u>	NO
Special: Dancing			

**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: \_\_\_\_\_

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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: NO

**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: TOM ANGELOTT Telephone No. (415) 806.9070

Address 201 SANSONE SP 94104

Occupation: RETIRED Relationship: FRIEND Number of Years Acquainted: 3

Name: RAMON SANCHEZ Telephone No. (415) 596.2000

Address 855 FOLSOM ST #206 SP 94107

Occupation: RETIRED Relationship: FRIEND Number of Years Acquainted: 3

Name: MARTIN FLAM Telephone No. (940) 391.1485

Address 805 YAMLOW ST WALKER COUN, TX 75068

Occupation: SOFTWARE ENGINEER Relationship: FRIEND Number of Years Acquainted: 10

SOFTWARE ENGINEER

**Please Read Carefully, Initial Each Paragraph and Sign Below**

  *[Signature]*   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.

  *[Signature]*   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.

  *[Signature]*   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.

  *[Signature]*   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.

  *[Signature]*   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**

  02/22/19

# Acrobat

outsourcing

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

First and Last Name: ANITA AND  
Email: acelandst@gmail.com  
Phone number: 917.634.1212

## Working Experience:

Company Name: Academy of Friends / OSCAR GALA  
Dates of Employment: 3/24/19  
Job Responsibility:

- - FOOD SERVER
- -
- -
- -

Company Name: IBM - CIVILIAN  
Dates of Employment: 2/11 - 15/19  
Job Responsibility:

- - FOOD SET-UP
- - MEETING ROOM GUIDE
- - REGISTRATION
- -

Company Name: SOMAX PRO - "HAPPY IS ON THE WAY - HOLIDAYS XVII"  
Dates of Employment: 12/14/18  
Job Responsibility:

- - WINE PERSON
- -
- -
- -

## Skills

- - BARTENDING, CERTIFICATION (NYC)
- -
- -
- -



# Arnel Alano

acalanosf@gmail.com | 917.634.1212

88 Perry St Apt 404, SAN FRANCISCO, CA 94107

## PROFESSIONAL SUMMARY

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Well-rounded self-motivated individual with a passion for all things related to food and beverage. Confident Independent or Dynamic Team Player with extensive background in the restaurant and hospitality industry. Energetic and dedicated professional with client-focused attitude seeking Full or Part-Time Work in Catering or with an Event/Party Planner.

## SKILLS

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- Customer service oriented
- Strong verbal and communication skills
- Resourceful and result driven
- Quick learn/able to multi-task
- Organized and efficient
- Friendly, personable, approachable

## EXPERIENCE

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### Personal Assistant

Victor Gilbert – San Francisco, CA | June 2018 - December 2018

Performed day-to-day errands and scheduled doctors/dentist/therapists/care givers and visiting nurses. Acted as driver and Aid to transport/transfer Employer who required a Walker or Wheelchair for mobility. Handled the banking and purchases of groceries and other household goods, furniture and equipment. Redecorated and Reorganized Employers 2-Bedroom Condo and successfully managed a bathroom renovation with the removal of bathtub and installation of stall shower with new tiles, fixtures and accessories.

### Real Estate Salesperson

Douglas-Eliman – New York, NY | June 2011 - December 2016

Represented clients in the sale/purchase or rental of real estate properties in Manhattan. Provided Market Analysis Reports. Scheduled Open Houses. Drafted Contracts and Prepared Closing Documents.

### Restaurant Manager

Lamyra Corp D/B/A The Hearth Restaurant – Clifton, NJ | September 1986 - February 2011

Managed sales, service and operations for a high volume diner with 150 seating capacity and multi-shift staff of 25 consistently providing quality food, attentive service and a clean pleasant dining environment.

## EDUCATION

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### BA - Business Administration / BS -Biochemistry

University of Washington | Seattle, WA | June 1986





**Bartenders Test**

**Score / 35**

**Multiple Choice (6 points)**

- b 1) Carbonation \_\_\_\_\_ the rate of intoxication.  
a) Slows down  
b) Speeds up  
c) Does nothing to
- b 2) What are the six most commonly used spirits?  
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice  
b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila  
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel  
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- b 3) You can accept an expired ID as long as all other information is correct.  
a) True  
b) False
- b 4) If someone has had too much to drink, serving them coffee will help sober them up.  
a) True  
b) False
- e 5) What are the acceptable forms of ID for Alcohol Consumption?  
a) State or Government Issued ID Card or Drivers License  
b) Passport or Passport ID Card (as long as it lists the person's date of birth)  
c) School ID or Birth Certificate  
d) A & B  
e) A, B & C
- b 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.  
a) True  
b) False

**Vocabulary (9 points)**

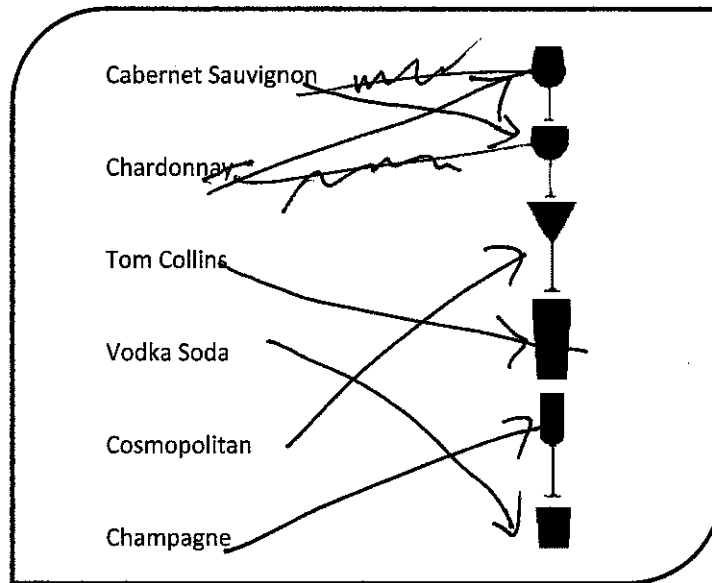
Match the word to its definition

- 1 "Straight Up"  
8 Shaker Tin  
C "Neat"  
2 Muddler  
h Strainer  
e Jigger  
g Bar Mat  
d "Float"  
h "Back"

- 1 Used to crush fruits and herbs for craft cocktail making  
h Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured  
c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice  
h To pour 1/2 oz of a liquor on top  
g Used to measure the alcohol and mixer for a drink  
h Used to mix cocktails along with a pint glass and ice  
g Used on the bar top to gather spills  
h.) Requesting a separate glass of another drink  
h Means to serve spirit room temperature in a rocks glass with no ice

**Glassware (6 points)**

Match the correct glass to the drink



PATRICK TEACHER

BOMBAY GIN

**Answer and Question (14 points)**

Provide examples of 3 brand name "top shelf" spirits (3 points): GINNY GORDON VODKA

What are the ingredients in a Manhattan? VERMOUTH, WHISKY, BITTERS, CITRUS

What are the ingredients in a Cosmopolitan? LIME JUICE, CHAMPAGNE, VODKA

What are the ingredients in a Long Island Iced Tea? GIN / MARISSA / VODKA

What makes a margarita a "Cadillac"? W/ SALT

What is simple syrup? SWEET WATER

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

NO, MARRYING

What should you do if you break a glass in the ice? GET THE GLASS OUT OF THE ICE AND DISCARD IT

When is it OK to have an alcoholic beverage while working? WHEN A CUSTOMER BUYS YOUR DRINK

What does it mean when a customer orders their cocktail "dirty"? W/ OLIVE SALT

What are the ingredients in a Margarita? LIME JUICE / TEQUILA  
SWEET & SOUR

Name

ARNE ALAN 29

## Servers Test

Score /35

Multiple Choice

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

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

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

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

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

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

d Scullery

c Queen Mary

A Chaffing Dish

b French Passing

g Russian Service

x Corkscrew

C Tray Jack

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

P 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)

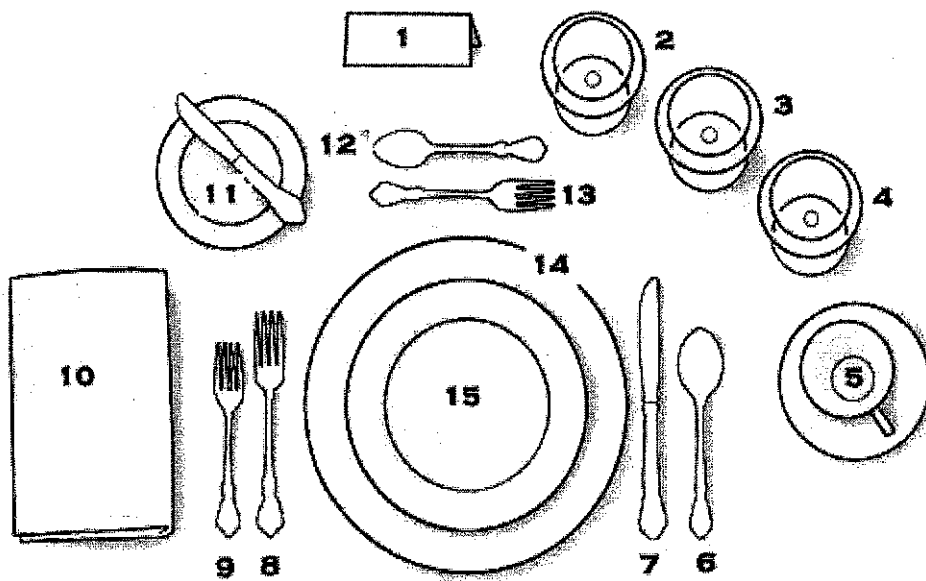
A Used to hold a large tray on the dining floor

D Area for dirty dishware and glasses

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

M Used to open bottles of wine

H 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  
 11 Dinner Knife  
 4 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  
 7 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? Dessert  
 3. Synchronized service is when: All food is presented simultaneously  
 4. What is generally indicated on the name placard other than the name? Mr. Mrs. Ms.  
 5. The Protein on a plate is typically served at what hour on the clock? 6:00am  
 6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Remove the chef's mark