

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 Charles Lawler Date: 2-22-19
Home Telephone (415) 525-6483 Other Telephone (____)
Present Address 111 Taylor St.
Permanent Address, if different from present address:
Email Address lawlercharles@gmail.com

EMPLOYMENT DESIRED

Position applying for: Dishwasher / Prep Cook Salary desired: 15.50/hr.

Are you currently registered with any staffing and/or employment agencies? If so, please list

No

Are you applying for: Full-time work? Yes X No ____ Part-time work? Yes ____ No X

Temporary work, e.g., summer or holiday work? Yes X No ____ From: Feb 2019 To: July 2019

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 X No ____ If hired, on what date could you start working? 2-25-19

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	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>
PM	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>	<u>12-12</u>
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 X If yes, when?

Do you have friends or relatives working for Acrobat Outsourcing? Yes ____ No X If yes, please state name and relationship

If hired, would you have a reliable means of transportation to and from work? Yes X No ____

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
Yosemite High School	Oakhurst, CA	HS. Diploma	Yes
Merced College	Merced, CA	No	No
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<u>NO</u>
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	<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>NO</u>
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 X If so, may we contact your current employer? Yes ___ No ___

Name and Address of Employer Fed. Bureau of Prisons Seagoville, TX + Elkhon, OH

Type of Business Corrections Center Telephone No. () Supervisor's Name Carl Halt
Your Position and Duties Kitchen
Cook, Prep, Dishwashing, Kitchen Sanitation

Dates of Employment: From 8-2013 To 1-2014

Reason for Leaving: Released From Custody

Name and Address of Employer Lassen Senior Services Susanville, CA

Type of Business Senior Nutrition Center Telephone No. () Supervisor's Name
Your Position and Duties Cook, Prep, Dishwashing, Kitchen Sanitation, Meal delivery

Dates of Employment: From 5-2011 To 9-2012

Reason for Leaving: Incarceration

Name and Address of Employer Susanville Motors Susanville, CA

Type of Business Pre-owned car lot Telephone No. () Supervisor's Name Jack Lunsford
Your Position and Duties Car Sales, Finance Applications

Dates of Employment: From 3-2010 To 1-2012

Reason for Leaving: Laid off due to lack of business

Name and Address of Employer Superior Nissan Fremont, CA

Type of Business Car lot Telephone No. () Supervisor's Name Eric Reno

Your Position and Duties

Car Sales, Finance Applications

Dates of Employment: From 4-2009 To 3-2010

Reason for Leaving: Moved out of area

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: Theresa De La Cruz Telephone No. (415) 369-3053

Address 181 6TH ST SF 94103

Occupation: Employment Case Manager Relationship: Case Manager 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

CH

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.

CH

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.

CH

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.

CH

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.

CH

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

CH

Date

2-22-19

Charles Lawler

(415) 525-6483

lawlercharles415@gmail.com

Objective: Experienced Food Server, Prep Cook and Butcher seeks to continue career to deliver outstanding service through focus, efficiency, and a commitment to doing whatever is necessary to provide an enjoyable dining experience.

Summary of Qualifications:

- Ability to work quickly, accurately and independently in a fast-paced environment
- Ability to work effectively as a member of team and establish and maintain cooperative working relationships with diverse groups of staff and the public.

Work Experience:

Cook/Prep/Server

2013-2019

Federal Bureau of Prisons, Seagoville, Tx

- Set up workstations with all needed ingredients and cooking equipment
- Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)
- Label ingredients and food items and stock pantry and refrigerator shelves in an organized manner
- Properly store food items in designated containers
- Sanitize work areas and equipment, wash dishes, take out trash
- Wash, peel, and chop fruits and vegetables
- Clean and cut or grind meat, fish, poultry, and shellfish
- Hand out prepared dishes to servers for delivery to customers
- Serve the Guest in an accommodating manner
- Comply with food safety and sanitation guidelines

Cook/Deliver Meals on Wheels

2012

Lassen Senior Services, Susanville, CA

- Cleans food preparation areas as determined by law and company policy
- Makes adjustments to food items to accommodate guests with allergies or specific diet concerns
- Seasons food according to recipes or company needs
- Operates various kitchen appliance such as a blender, oven, grill, or stand mixer
- Estimates expected food consumption and organizes preparation
- Cook and deliver food to Meals on Wheels clients

Car Salesman**2010-2012**

Susanville Motors, CA

- Develop an in-depth understanding of our current car inventory and use that knowledge to encourage customers to make a purchase
- Work with our marketing team to grow our customer base
- Assist in setting up the sales lot or the showroom floor for promotions and to put new models on display
- Work with the Finance Manager to develop sales agreements that benefit the company as well as the customer
- Collaborate with our Sales Manager to offer attractive deals on used vehicles to interested customers

Car Salesman**2009**

Superior Nissan, Fremont, CA

- Develop an in-depth understanding of our current car inventory and use that knowledge to encourage customers to make a purchase
- Work with our marketing team to grow our customer base
- Assist in setting up the sales lot or the showroom floor for promotions and to put new models on display
- Work with the Finance Manager to develop sales agreements that benefit the company as well as the customer
- Collaborate with our Sales Manager to offer attractive deals on used vehicles to interested customers

Carpet Cleaner**2007-2009**

Zero Rez, San Jose, CA

- Responsible for cleanliness and care of carpets
- Productively and safely move furniture to prepare the home for cleaning.
- Finish out carpeting (rake) after cleaning and other services.
- Account for and return all cleaning tools, hoses, chemicals, etc. to the truck before departure from the customer's home.
- Uphold all company policies and procedures.
- Provide customer with a receipt and secure payment for service.
- Inform customers about and sell retail carpet cleaning products.
- Able to move and/or lift 50 lbs (avg).

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

First and Last Name: Charles Lawler
Email: lawlercharles415@gmail.com
Phone number: 415-525-6483

Working Experience:

Company Name: Fed Bureau of Prisons

Dates of Employment: 8/2013 to 1/2019

Job Responsibility: Cook, prep, Dishwashing, line serving

- - Cook
- - Prep
- - Dishwashing
- - Line Serving

Company Name: Lassen Senior Services

Dates of Employment: 5/2011 to 9/2012

Job Responsibility:

- - Cook
- - Prep
- - Dishwashing
- - Line Serving + Delivery

Company Name: Susanville Motors

Dates of Employment: 3/2010 to 1-2012

Job Responsibility:

- - Auto Sales
- - Finance Applications
- -
- -

Skills

- -
- -
- -
- -

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
- d 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 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
- 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

Prep Cooks Test

c 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

a 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

d 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

c 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

Prep Cooks Test

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) Chop : to cut into very small pieces when uniformity of size and shape is not important.

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

