

## 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.

### IN CAREER PRINT

Full Name Sandita Knight Date:

Home Telephone (415) 297-0653 Other Telephone ( )

Present Address 2176 Mission 207

Permanent Address, if different from present address: 2176 Mission

Email Address

### EMPLOYMENT DESIRED

Position applying for: Server / Dishwasher 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	X	X	X	X	X	X	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:

### 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're 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?
Mac Ateer	SF, CA	12	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, may we contact your current employer? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Name and Address of Employer <u>TEA'S MARKET &amp; DELI</u>			
Type of Business <u>DELI MARKET</u>	Telephone No. ( <u>      </u> )	Supervisor's Name <u>JAYE</u>	
Your Position and Duties <u>STOCK, CLEAN, REORG, ANALYZE</u>			
Dates of Employment: From <u>1/19</u> To <u>PRESENT</u>			
Reason for Leaving:			
Name and Address of Employer <u>SLICE OF LIFE</u>			
Type of Business <u>FOOD</u>	Telephone No. ( <u>      </u> )	Supervisor's Name <u>JOSÉ PH</u>	
Your Position and Duties <u>CAFE ATTENDANT</u>			
Dates of Employment: From <u>07/18</u> To <u>01/19</u>			
Reason for Leaving: <u>END of CONTRACT</u>			
Name and Address of Employer <u>SUPER SAVS MARKET</u>			
Type of Business <u>FOOD</u>	Telephone No. ( <u>      </u> )	Supervisor's Name	
Your Position and Duties <u>FOOD PREP</u>			
Dates of Employment: From <u>1/10</u> To <u>6/17</u>			

Reason for Leaving: *PERSONAL*

**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:

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:

**WORK REFERENCES**

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: CHRIS DENHOLM Telephone No. (415) 597-3117

Address

Occupation: EMPLOYMENT CONSULTANT Relationship: EMPLOYMENT CONSULTANT Number of Years Acquainted: 2

Name: MINDY Telephone No. (\_\_\_\_)

Address

Occupation: PROGRAM DIRECTOR Relationship: DIRECTOR Number of Years Acquainted: 1

Name: JOSEPH Telephone No. (\_\_\_\_)

Address 1320 TOWARD ST, SF, CA

Occupation: SUPERVISOR (CAFE) Relationship: SUPERVISOR Number of Years Acquainted: 1

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

S K 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.

S K 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.

S K 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.

S K 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.

S K 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 Sundita Kushe

Date 3/4/2019

Multiple Choice (1 point each)

C 1) A gallon is equal to 56 ounces  
a. 56  
b. 145  
c. 32  
d. 128

b 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

C 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

b 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

g 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

C 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

C 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

g g 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

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

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

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

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

b 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

c 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) Spices & Salt are the basic seasoning ingredients for all savory recipes.

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



**Multiple Choice**

4 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

9 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

9 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

9 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

1 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

b 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 dinning 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

G Queen Mary

B Chaffing Dish

F French Passing

L Russian Service

G Corkscrew

A ~~Jack~~ Tray Jack

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

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)

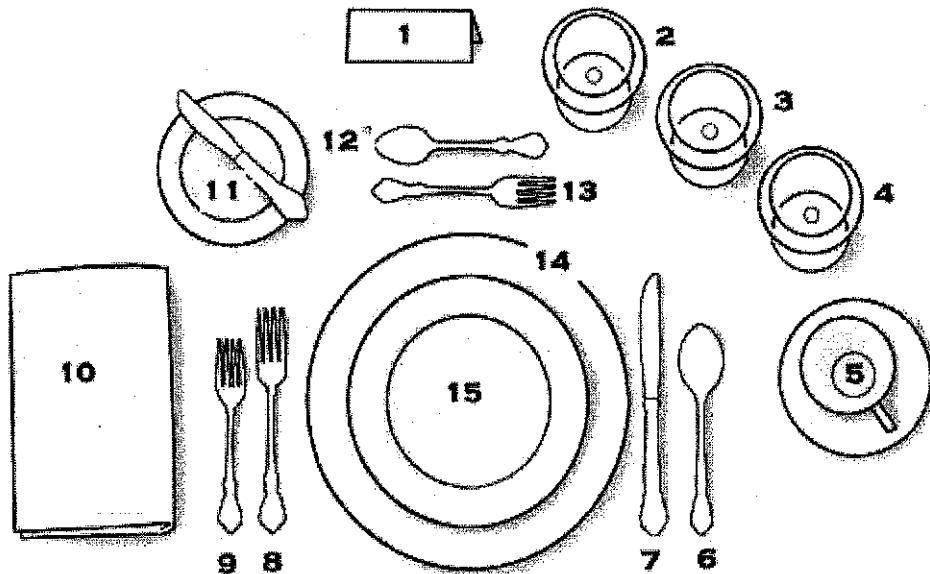
C. Used to hold a large tray on the dining floor

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

F. Used to open bottles of wine

G. Style of dining in which the courses come out one at a time



Score / 35

Match the Number to the  
Correct Vocabulary

<u>10</u>	Dinner Fork
<u>12</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>2</u>	Wine Glass (Red)
<u>13</u>	Salad Fork
<u>14</u>	Service Plate
<u>15</u>	Wine Glass (White)

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>1</u>	Name Place Card
<u>6</u>	Teaspoon
<u>11</u>	Dessert Fork
<u>6</u>	Soup Spoon
<u>15</u>	Salad Plate
<u>2</u>	Water Glass

Fill in the Blank

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

## Dishwasher Test

Score / 10

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

b 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

b 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, chafing dishes)
- d) Harsh chemicals
- e) All of the above

g 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

g 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



**Sundiata Knight**  
San Francisco CA 94124  
415-297-0653

**Objective:** Currently seeking competitive employment as a customer service representative, cashier and stocking personnel.

**Qualifications:**

- Efficient measuring and baking skills
- Tremendous customer service skills
- Great team and independent worker
- Excellent time management
- Strong interpersonal skills
- Ability to adapt to different work environment
- 

**Experience:**

**UCSF Slice of Life Café**

San Francisco, CA

**Café Attendant**

07/2017 to Present

- Cooked breakfast orders every morning.
- Worked the cash register while demonstrating excellent customer service skills.
- Routine preparation of the café by restocking food, coffees and pastries.
- Cleaned the counters, tables, swept and mopped the floors every shift.
- Cleaned and sanitized dishes, cooking equipment and work area.
- Welcomed customers to the DPH building while selling pastries and coffees to them.
- Followed daily instructions on price changes and promoted daily specials.
- Operated kitchen machinery.

**Super Save Market**

San Francisco, CA

**Prep Cook and Butcher**

1/2010 to 06/2017

- Prepared chicken in the morning and afternoon shift.
- Cleaning and sanitized dishes.
- Followed proper directions while cutting meats as a butcher for the sales floor.
- Demonstrated excellent customer service skills by informing customers about the specifics of various meats.
- Followed food safety protocols while preparing meats.
- Operated kitchen machinery daily.
- Stock products from the back to the shelves.

