

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 Rana S. Colbert Date: 2/20/2019
Home Telephone (415) 900-3860 Other Telephone ()
Present Address 275 10th St. unit 213 SF, CA 94103
Permanent Address, if different from present address:
Email Address rxcolbert@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier, server 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 FSH - Randy 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? asap

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	6 am	6 am	6 am	6 am	6 am	6 am	6 am
PM	11 pm	11 pm	11 pm	11 pm	11 pm	11 pm	11 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?
City College SF	San Francisco, CA	Junior	NO
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 Yavapai/Apache Police Department
 Type of Business Business Telephone No. (928) 567 Supervisor's Name Margaret
 Your Position and Duties Receptionist, Typing, fax, filing, greeted clients
 Dates of Employment: From 8/2005 To 12/2005

Reason for Leaving: WICA Program
 Name and Address of Employer Prescott Resort and Conference Center
 Type of Business Business Telephone No. (928) 776-1666 Supervisor's Name Olivia
 Your Position and Duties Banquet server - set up tables, served guests, clean-up tables, served alcohol beverages,
 Dates of Employment: From 7/2004 To 1/2005

Reason for Leaving: moved
 Name and Address of Employer Sedona Staffing Service
 Type of Business Staffing Services Telephone No. (505) 268-9844 Supervisor's Name
 Your Position and Duties Receptionist, Customer Service Rep, Data entry Clerk
 Dates of Employment: From 11/1999 To 4/2001

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?
If so, describe:

Yes

No

JOB RELATED REFERENCES

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

Name: Maja James

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

RC

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.

RC

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.

RC

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.

RC

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.

RC

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

Rana M. Hunt

Date

2/20/2019

Acrobat

outsourcing

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

First and Last Name: Rana Colbert
Email: rcycolbert@gmail.com
Phone number: (619) 900-3860

Working Experience:

Company Name: Prescott Resort and Conference Center

Dates of Employment: 7/04 - 1/05

Job Responsibility: Banquet Server

- set up venue and tables
- Served food and beverages
- attended to guests and clients
- clean up tables and venue

Company Name: _____

Dates of Employment: _____

Job Responsibility: _____

- -
- -
- -
- -

Company Name: _____

Dates of Employment: _____

Job Responsibility: _____

- -
- -
- -
- -

Skills

- -
- -
- -
- -

Name Rana Colbert 23

Servers Test

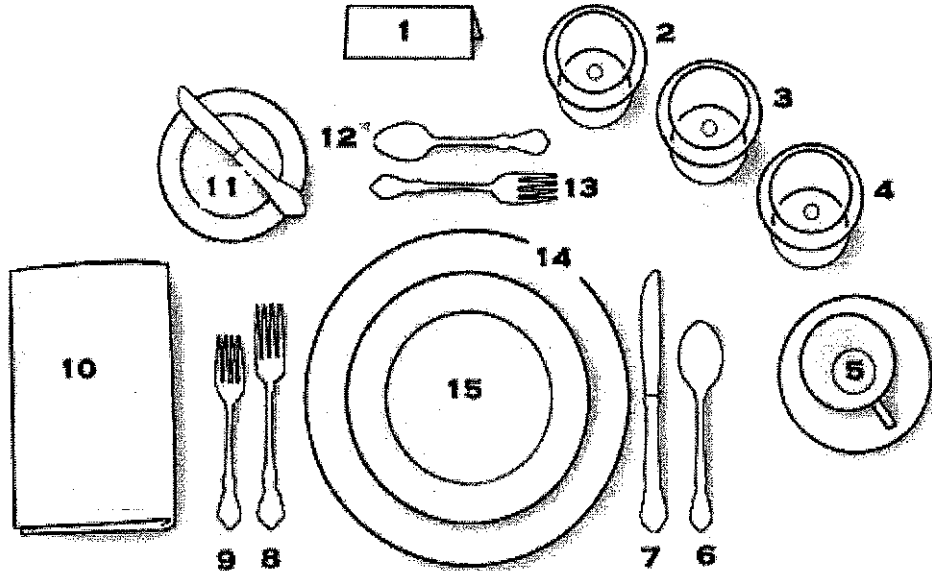
Score / 35

Multiple Choice

- d 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
- b 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
- b 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
- a 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
- d 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
- d 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

- | | |
|--------------------------|---|
| <u>e</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>g</u> 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) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>d</u> French Passing | D. Area for dirty dishware and glasses |
| <u>b</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> 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

- 8 ~~13~~ Dinner Fork
~~5~~ Tea or Coffee Cup and Saucer
~~7~~ Dinner Knife
~~3~~ Wine Glass (Red)
~~9~~ Salad Fork
~~14~~ Service Plate
~~4~~ 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
~~2~~ Water Glass

Fill in the Blank

- The utensils are placed 1 inch inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream, sugar
- Synchronized service is when: service is in order at table
- What is generally indicated on the name placard other than the name? group name
- The Protein on a plate is typically served at what hour on the clock? 12 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
inform chef for speciality dish

Cashier Test

Score / 15

B

1) A roll of quarters is worth?

- a) \$5.00
- ☒ b) \$10.00
- c) \$15.00
- d) \$20.00

a

2) A roll of dimes is worth?

- ☒ a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

d

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- ☒ d) \$2.00

a

4) A roll of pennies is worth?

- ☒ a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- ☒ c) Point of sales
- d) People over service

11.2%

6) What is the current sales tax rate in your city 11.25?

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- ☒ c) \$7.06
- d) \$5.06

$$\begin{array}{r} \$1.25 \\ 90 \\ 79 \\ \hline \$2.74 \end{array}$$

$$\begin{array}{r} 10.00 \\ 2.74 \\ \hline 7.26 \end{array}$$

$$\begin{array}{r} 1.25 \\ 1.90 \\ \hline 3.15 \end{array}$$

$$\begin{array}{r} 10.00 \\ 2.74 \\ \hline 7.26 \end{array}$$

b

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- ☒ b) \$14.50
- c) \$9.50
- d) \$4.50

$$\begin{array}{r} 21.00 \\ 14.50 \\ \hline 5.50 \end{array}$$

$$\begin{array}{r} 7.25 \\ 2 \\ \hline 14.50 \end{array}$$

$$\begin{array}{r} 14.50 \\ 30.00 \\ \hline 44.50 \end{array}$$

$$\begin{array}{r} 50.00 \\ 35.50 \\ \hline 14.50 \end{array}$$

d

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- ☒ b) \$8.00
- c) \$10.00
- d) \$12.00

$$\begin{array}{r} 3.75 \\ 4.25 \\ \hline 8.00 \end{array}$$

a

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- ☒ a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

$$\begin{array}{r} 7.50 \\ 2.50 \\ \hline 10.00 \end{array}$$

$$\begin{array}{r} 6.50 \\ 5.00 \\ \hline 11.50 \end{array}$$

$$\begin{array}{r} 3.75 \\ 2 \\ \hline 7.50 \end{array}$$

$$\begin{array}{r} 3.25 \\ 2 \\ \hline 6.50 \end{array}$$

$$\begin{array}{r} 14.00 \\ 5.00 \\ \hline 19.00 \end{array}$$

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21 years old

14) What are the acceptable forms of ID for alcohol purchases?

State ID or State License

15) How many \$20 bills are in a bank band?

~~10~~ 5

$$\begin{array}{r} 3.75 \\ 4.25 \\ \hline 8.00 \end{array}$$

$$\begin{array}{r} 1 \\ 1.25 \\ 90 \\ \hline 79 \\ \hline 2.04 \end{array}$$

$$\begin{array}{r} 1 \\ 1.25 \\ 90 \\ \hline 79 \\ \hline 1.94 \end{array}$$

$$\begin{array}{r} 21.00 \\ 14.50 \\ \hline 35.50 \end{array}$$

$$\begin{array}{r} 1 \\ 99 \\ 10.0010 \\ \hline 2.94 \\ \hline 99 \\ 30.00 \\ \hline 35.50 \\ \hline 19.40 \end{array}$$