

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 Cherrelle Elizabeth Hornbuckle Date: _____
 Home Telephone (415) 867-9506 Other Telephone (N/A)
 Present Address 111 Taylor street, San Francisco, CA 94102
 Permanent Address, if different from present address: _____
 Email Address LatrelleHornbuckle@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cook / server Salary desired: _____

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

NO

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 Latrelle Hornbuckle 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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PM	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u>							

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

Latrelle A. Hornbuckle - sister

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 ___

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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?
Job Corps	Sacramento, CA	HSC 12 th	Yes
Job Corps	Sacramento, CA	Business Technology Certification	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."		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: Business tech Certificate, Lifestyle Cook, Linebacker, Line Server, orderly and Customer service with CMG, Microsoft word, excel, powerpoint (vocational training Business)

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

Type of Business FCI Telephone No. () Supervisor's Name Dublin FCI

Your Position and Duties

prepared meals for an institution, sanitized cooking area, Customer service and communicated with coworkers and staff

Dates of Employment: From 2018 To 2019

Reason for Leaving: Transitioned

Name and Address of Employer

Type of Business FCI Telephone No. () Supervisor's Name Dublin FCI

Your Position and Duties

Executed outbound calls on renewing publication subscriptions, Recruited new subscribers, performed data entry and Customer service skills.

Dates of Employment: From 2017 To 2018

Reason for Leaving: Received a higher job in Customer service.

Name and Address of Employer

Type of Business FCI Telephone No. () Supervisor's Name Dublin FCI

Your Position and Duties

Recorded and Reported hazardous materials, sanitized, serviced and cleaned Restrooms

Dates of Employment: From 2016 To 2017

Reason for Leaving: Greater Pay

Name and Address of Employer

Dublin FCU

Type of Business Compound orderly

Telephone No. (Prison)

Supervisor's Name

Your Position and Duties

provided a safe outdoor area on a large self-contained compound, picked up trash, sweeping and cleaning

Dates of Employment: From 2015 To 2016

Reason for Leaving: more experience

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: Candace Penn

Telephone No. (916) 803-1659

Address 7663 Laurie way

Occupation: Nail Tech

Relationship: Friend

Number of Years Acquainted: 20yrs

Name: Rebecca

Telephone No. ()

Address 40425 Chapel way

Occupation: Customer Service

Relationship: Friend

Number of Years Acquainted: 3yrs

Name: Kimaada Rube

Telephone No. (916) 519-6926

Address 10100 45th Ave

Occupation: Teacher

Relationship: Aunt

Number of Years Acquainted: 32yrs

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

Chenelle Haubackee

Date

CHERRELLE E. HORNBuckle

415.867.9506

OBJECTIVE

A dependable, responsible and enthusiastic individual seeking a full-time position in the Customer Service industry with a company interested in long-term employees. Have highly effective communication skills and interact well with others.

SKILLS & STRENGTHS

- ❖ Strong interpersonal skills and a team player. Interact positively with a wide range of people; communicate respectfully at all times.
- ❖ Understand and carefully follow instructions. Pay strict attention to set standards and guidelines. Gather information before making decisions. Accept responsibility for accuracy of work.
- ❖ Direct and decisive, with the ability to work under pressure; an effective problem solver and communicator.
- ❖ Highly reliable, capable and adaptable.
- ❖ Decisive and direct, yet flexible in responding to constantly changing assignments.
- ❖ Knowledgeable in computer operations and applications.

EXPERIENCE

FCI Dublin Food Services Department ♦ Dublin, CA

Cook ♦ 2018-2019

- ❖ Prepared meals for an institution that serves over 900 individuals, ensuring that the kitchen area is sanitized and adhering to proper food handling codes and procedures per OSHA standards.
- ❖ Communicated with staff and co-workers to ensure meals were served in a timely manner.

California Marketing Group ♦ Dublin, CA

Customer Service Representative ♦ 2017-2018

- ❖ Executed outbound calls in order to renew publication subscriptions. Completed questionnaires using VICI dial computer software.
- ❖ Recruited new subscribers applying learned sales techniques.
- ❖ Provided consistent and precise customer service while working in a timed and pressured environment.
- ❖ Provided publication information to customers.
- ❖ Performed data entry after verifying updated addresses, emails, and phone numbers to ensure prompt delivery of publications.

FCI Dublin Food Services Department ♦ Dublin, CA

Orderly ♦ 2016-2017

- ❖ Responsible for safety and sanitation of all food service work areas while adhering to safety guidelines.
- ❖ Recorded and reported hazardous materials.
- ❖ Serviced, cleaned, and supplied institution restrooms.

FCI Dublin Compound ♦ Dublin, CA

Orderly ♦ 2015-2016

- ❖ Provided a safe and appealing outdoor area on a large self-contained compound, ensured that the walkways were clean and orderly for staff and residents. Responsibilities included cleaning, sweeping, picking up trash.

EDUCATION

CET Vocational Trade School ♦ Sacramento, CA

Diploma and Business Technology Certificate ♦ 2008

Prep Cooks Test**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 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
- C 8) Food should be left out no more than
a. 2 hours
b. 3 hours
c. 4 hours
d. 5 hours
- 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

Prep Cooks Test

- 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
- 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
- C 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - c. Liquid
 - d. Oil
- C 15) Which spoon is used to remove fat from soups and stews?
- a. Basting Spoon
 - b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- D 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)

Prep Cooks Test

- 19) Black pepper & salt 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.

