

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 Nicole Marie Silva Date: _____
Home Telephone (415) 572-9632 Other Telephone (____) _____
Present Address 614 Alice St Oakland Ca
Permanent Address, if different from present address: _____
Email Address motard2.ns@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier 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 BOSS 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	<u>OPEN</u>	<u>OPEN</u>	<u>NO</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>
PM	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>		

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____

NO

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?
Hayward High	Hayward Ca	Diploma	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."		<u>YES</u>	NO
Special: <u>FDA Certificate</u>			

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 Janitor Telephone No. (209) 502-8963 Supervisor's Name Sonia Martinez
Your Position and Duties Crew member cleaned offices bathrooms and breakroom

Dates of Employment: From Jan-19 To Feb-19

Reason for Leaving: Personal will explain

Name and Address of Employer

Type of Business Omega Auto Telephone No. 784-2520 Supervisor's Name Vinny Lochen
Your Position and Duties Receptionist answer phones, place orders, fill paperwork

Dates of Employment: From Jan 18 To April-18

Reason for Leaving: Pregnant

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:

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 X

JOB RELATED REFERENCES

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

Name: Brien deSenna Telephone No. (415) 618-9728

Address 717 Plymouth way Burlingame

Occupation: Bar tender Relationship: BOSS Number of Years Acquainted: 10+

Name: Zaneta Sanders Telephone No. (510) 692-7143

Address 614 Alice st Oakland

Occupation: Residential Manager Relationship: House Manager Number of Years Acquainted: 2 years

Name: Tamu Demetra Telephone No. (510) 927-8434

Address 614 Alice st Oakland

Occupation: Dollar Store Clerk Relationship: House Manager Number of Years Acquainted: 2 years

Please Read Carefully, Initial Each Paragraph and Sign Below

MS

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.

MS

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.

MS

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.

MS

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.

MS

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

Nicole Silva

Date

3-21-19

Cashier Test

15
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
- C 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
- 6) What is the current sales tax rate in your city 7.25%
- 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
- 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
- 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
- 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

a

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

b

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

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

California Id or license

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

5 / 100

Nicole Marie Silva
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415-572-9632
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OBJECTIVE: To obtain a cashier, server, or, dishwasher position in a business that allows professional development in the Food and Hospitality field.

SUMMARY: 2 ½ years combined experience as a bar tender, cashier, server and as a dishwasher.

HIGHLIGHT OF SKILLS:

- Very punctual and hard working worker who is willing to go the extra mile to get the job done.
- Eager to learn, teachable, open-minded and highly adaptable.
- Detail oriented and highly capable to follow instructions.
- Self-motivated and also work well with others to complete assignments on time.
- Experience in construction and maintenance.

RELATED PROFESSIONAL EXPERIENCE:

BARTENDER **CHANDIS RESTAURANT** **12/14 to PRESENT**

- Serve alcoholic beverages. .
- Mix and prepare alcoholic beverages according to customers request
- Cashier
- Open and close the bar
- Break down the bar

DISHWASHER **CURA INC.** **3/13 to 1/14**

- Washed dishes in a facility of 50 people
- Washed dishes thru three step sanitation (rinse, wash, and sanitize)
- Washed pots, pans, cups, plates, and silverware both by hand and machine
- Maintained cleanliness of kitchen equipment

CASHIER **BOB'S GIANT BURGERS** **7/12 to 1/13**

- Operate a cash register
- Take orders from customers
- Serve customers
- Tally up receipt at the end of shift
- Kept a clean and sanitized environment

EDUCATION AND CERTIFICATION:

* F.D.A Food and Safety Managers Certificate		2005
* Hayward High School	HIGH SCHOOL DIPLOMA	2000

