

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>

Mon 7/29/2019 7:59 AM

To: Team New Jersey <newjersey@acrobatoutsourcing.com>

7/30 @ 10 am

Employment Application New Jersey

First Name	Yesenia
Last Name	Garcia-Navarrete
E-mail Address	Yeseniagarcia0725@hotmail.com
Phone	9085652602
Address	24 Dead River Road
Unit or Number	24
City, State	Warren
Zip Code	07059
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Bartender
Are you applying for:	Full-Time Part-Time
When can you start?	07-29-2019
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work?	Monday PM Tuesday PM
Select all that apply:	Thursday PM Friday PM Saturday AM Saturday PM Sunday AM Sunday PM

School - Rutgers

~~closed~~
Open Fri-Sun

used to work with JCP
Hospitality

Have you ever applied to or worked for Acrobat before? No

If hired, would you have reliable means of transportation to and from work? Yes

If hired, can you present evidence of your legal right to live and work in this country? Yes

Are you able to perform the essential functions of the job for which you are applying? Yes

Name of School Rutgers University
Senior

City & State New Brunswick, NJ

Grade/Degree Senior

Graduated? No

Do you have any special licenses? (If so, label under "Special") Yes

Are you computer literate? (If so, label which programs under "Special") Yes

Are you proficient with Point of Sale systems? (If so, label which under "Special") Yes

Do you have any experience, training, qualifications or special skills? (If so, label under "Special") Yes

Special: Bilingual Spanish/English

Authentic Bartender School graduate
Microsoft word, excel, PowerPoint, photoshop,
illustrator, indesign, POS system.

Are you currently employed? No

Can we contact your current employer? Yes

Name and Address of Employer Verizon
1 Verizon Way
Basking Ridge, NJ

Type of Business Catering

Phone Number 9085652602

Your Position & Duties I was a catering assistant for Aramark at their Verizon headquarters location. The company stopped their services at Verizon

Date of Employment (from/to): 12/11 to 12/15

Reason for Leaving They closed

Still Employed: No

First Name Katherine

Last Name Camacho

E-mail Address yjdillacis@gmail.com

Phone (973) 879-9033

Relationship: Acquaintance

Years Acquainted: 8 years

I hereby certify that I (Checked box indicates acknowledgement)
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.

I hereby authorize (Checked box indicates acknowledgement) 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.

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

(Checked box indicates acknowledgement)

Applicant Digital

Signature (Type
Name): Yesenia Garcia

Date: 07-29-2019

Please Attach
Resume Below [RESUME YESI.pdf](#)

You can [edit this submission](#) and [view all your submissions](#) easily.

Multiple Choice (6 points)

b 1) Carbonation _____ the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

80/35

b 2) What are the six most commonly used spirits?

- a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
- b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
- c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
- d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

85/10

b 3) You can accept an expired ID as long as all other information is correct.

- a) True
- b) False

b 4) If someone has had too much to drink, serving them coffee will help sober them up.

- a) True
- b) False

d 5) What are the acceptable forms of ID for Alcohol Consumption?

- a) State or Government Issued ID Card or Drivers License
- b) Passport or Passport ID Card (as long as it lists the person's date of birth)
- c) School ID or Birth Certificate
- d) A & B
- e) A, B & C

b 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.

- a) True
- b) False

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

- a.) Used to crush fruits and herbs for craft cocktail making

F Shaker Tin

- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

I "Neat"

- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

M Muddler

- d.) To pour $\frac{1}{2}$ oz of a liquor on top

S Strainer

- e.) Used to measure the alcohol and mixer for a drink

J Jigger

- f.) Used to mix cocktails along with a pint glass and ice

B Bar Mat

- g.) Used on the bar top to gather spills

D "Float"

- h.) Requesting a separate glass of another drink

B "Back"

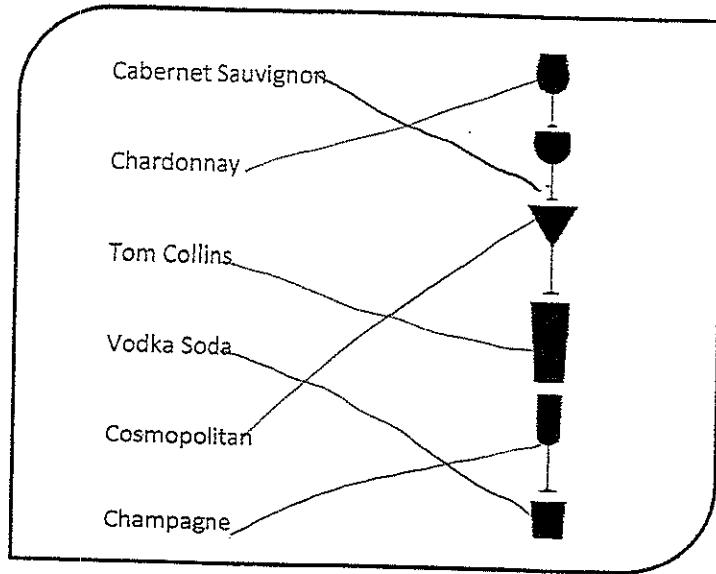
- i.) Means to serve spirit room temperature in a rocks glass with no ice

Bartenders Test

Score / 35

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): Patron, Grey Goose, Bacardi

X What are the ingredients in a Manhattan? Gin, vodka

What are the ingredients in a Cosmopolitan? Vodka, cranberry

X What are the ingredients in a Long Island Iced Tea? Vodka, gin, tequila, rum, fruit mix, triple sec, coke

X What makes a margarita a "Cadillac"? grand marnier float

X What is simple syrup? sugar dissolved in water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

No

What should you do if you break a glass in the ice? remove all the ice and wash the container

When is it OK to have an alcoholic beverage while working? Never

What does it mean when a customer orders their cocktail "dirty"? adding olive juice

What are the ingredients in a Margarita? triple sec, margarita mix, tequila

Name _____
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

25/35

d 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

71%

a 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 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

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

E 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)

A Chaffing Dish

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

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

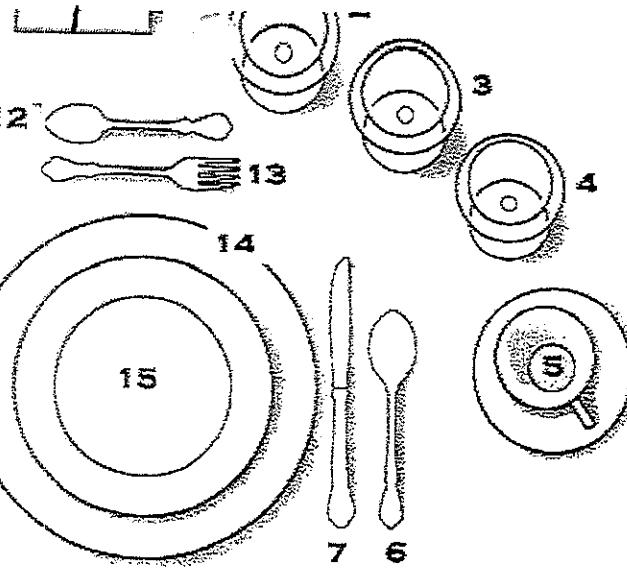
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

F. Used to open bottles of wine

F 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

<u>2</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>8</u>	Wine Glass (Red)
<u>9</u>	Salad Fork
<u>14</u>	Service Plate
<u>3</u>	Wine Glass (White)

10
11
1
12
13
6
5
4

Napkin
 Bread Plate and Knife
 Name Place Card
 Teaspoon
 Dessert Fork
 Souper Spoon
 Salad Plate
 Water Glass

Fill in the Blank

1. The utensils are placed 5 inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Sugar & Cream

3. Synchronized service is when: all at once

4. What is generally indicated on the name placard other than the name? Food allergies

5. The Protein on a plate is typically served at what hour on the clock? 6 o'clock

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Let the kitchen know

YESENIA GARCIA

5 Primrose Way, Apt # 507, Warren, New Jersey 07059

C: 9085652602

yeseniagarcia0725@hotmail.com

PROFESSIONAL SUMMARY

Bartender offering in-depth knowledge about high-end service standards and laws regarding serving alcoholic beverages. Works quickly and efficiently in fast-paced environments.

SKILLS

- Exceptional customer service
- Cash handling
- Exemplary customer service
- Certificate in Alcohol Service
- Thives under pressure
- Mixology expert
- Effective multi-tasker
- Rapid order processing
- Customer-focused
- Neat and Clean in appearance

- Bartender Mixology Certification
- Wine pairing knowledge
- Mathematical aptitude
- Bilingual
- Fast learner
- Friendly and helpful
- Able to lift up to 50 pounds
- Skilled upseller
- Party planning competency
- Food standards enforcement
- General knowledge of computer software

WORK HISTORY

Independent Bartender

01/2014 to Present

- Prepare the bar with the respective supplies.
- Take beverage orders from servers or directly from guests.
- Mix ingredients, for instance; soda, sugar, bitters or fruit juice.
- Slice and pit fruit for garnishing drinks.
- Clean glasses and additional utensils.

JCS Hospitality

01/2015 to 06/2018

- Prepare the bar with the respective supplies.
- Take beverage orders from servers or directly from guests.
- Mix ingredients, for instance; soda, sugar, bitters or fruit juice.
- Slice and pit fruit for garnishing drinks.
- Clean glasses and additional utensils.

Catering Assistant at Aramark (1 verizon way Basking Ridge)

10/2012 to 01/2014

- Assemble and set up catering request for delivery.
- Deliver, set up and serve catered events.
- Clean up and return catered events to pantries.
- Maintain “on time” delivery schedule for catered events.
- Maintained updated knowledge of all menu items, specials, and drinks.
- Continually provided exceptional service to customers by being friendly, knowledgeable and accommodating.
- Maintained a consistent, regular attendance record.

Server at California Pizza Kitchen (Bridgewater Mall)

11/2010 to 03/2011

- Take orders and serve food and beverages to guests at tables in dining establishment.
- Ensures guest satisfaction, food quality, and cleanliness.
- Thoroughly knowledgeable in all aspects of the menu, ingredients, and prices.
- Maintained updated knowledge of all menu items, specials, liquor brands, beers and non-alcoholic selections.
- Continually provided exceptional service to customers by being friendly, knowledgeable and accommodating.
- Maintained a consistent, regular attendance record.
- Expertly prepared both alcoholic and non-alcoholic beverages using correct techniques, liquid measurements and garnish.
- Accurately recorded sales, made correct change and prepared charge slips for guests.
- Effectively and calmly resolved situations with intoxicated guests.
- Carefully followed alcohol awareness procedures for preventing intoxication and dealing with intoxicated guest.
- Entered orders into the computer system quickly and in proper sequence.
- Cut, sliced and peeled perishable garnishes and fruits for beverages.
- Stored back-up supplies needing refrigeration for later use.
- Built guest satisfaction and enjoyment.
- Obtained customer payment promptly and politely.

Trainer at Panera Bread (Watchung, NJ)

05/2007 to 10/2011

- Identify and assess training needs within a company.
- Meet with managers and supervisors to ascertain needs.
- Conduct surveys.
- Train employees for specific jobs.
- Develop, organize, conduct and evaluate training programs.
- Create teaching materials.
- Teach skills such as computer applications, phone systems, product assembly, policies and procedures, and inventory planning.
- Direct structured learning experiences.
- Plan, organize, and implement a range of training activities.
- Train new hires as well as veteran employees.
- Conduct orientation sessions to assess level skills.
- Help employees improve upon or enhance skills.
- Evaluate training effectiveness.
- Modify training programs.

EDUCATION

High School Diploma

Authentic Bartending Schools-Edison, NJ

Raritan Valley Community College

Rutgers, The State University

Interview Note Sheet

Name: Yesenia Garcia-Navarrete
 Date: 07/30/19
 Position(s) Applied for:
 Bartender, Server

Interviewer: Jo Pelle
 Rate of Pay: \$15, \$14
 Referred by: Google

		%		%
Server	/35	% Bartender	/30	%
Prep Cook	/25	% Bartender	/10	%
Grill Cook	/40	% Cashier	/10	%
Dishwasher	/10	% Housekeeping	/15	%

Full-Time
 Part-Time

Currently a student at Rutgers - New Brunswick
 -graduated in May

Total of _____ in Food Service

- Verizon Corp in Basking Ridge - Aramark
 - catering attendant
 - 12/2011 - 12/2015
- JCP Hospitality - Bound Brook
 - server
 - bartender

* max travel up to 40 min.

F.O.S. Experience: Y / N details:

Car	Public Transit	Carpool (Rider / Driver)
North NJ	South NJ	Central NJ
		Workers Jersey Shore

TIPS	Serv-Safe	LEAD	Other	Will Submit

Open	AM only	PM only	Weekdays only	Weekends only

Details: Fri-Sun

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	Black Pants	Non-slip Shoes	Bow Tie
			Concealed Carry		Other: Black polo
					Other Languages Spoken:

Would you recommend this company for an Academy?



Case Verification Number: 2019211143645BE

Report prepared: 07/30/2019

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Yesenia Garcia-Navarrete

Date of Birth: 07/25/1990

Unrestricted Social Security Number: ***-**-9058

Employee's First Day of Employment: 07/30/2019

Citizenship Status: Alien Authorized to Work

Alien/USCIS Number: A204162152

Document Information

List A Document: Employment Authorization Document (Form I-766)

Document Number: IOE0903552314

Expiration Date: 04/29/2020

Case Information

Case Status: Closed

Case Submitted By: Josephine Paik

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized Auto Close