



ACROBAT OUTSOURCING
TSC GROUP

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 Richard Ramirez Date: _____
Home Telephone (415) 913 8035 Other Telephone (_____) _____
Present Address 160 ACACIA AVE San Francisco CA 94124
Permanent Address, if different from present address: _____
Email Address RichardRamirez10091996@Gmail.com

EMPLOYMENT DESIRED

Position applying for: Server / Bartender Salary desired: 16 \$

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?

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	open	open	open	open	open	open	open
PM	close	close	close	close	close	close	close

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?
Thornton high school	Daly City CA	12 <input checked="" type="checkbox"/>	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES <input checked="" type="checkbox"/>	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO <input checked="" type="checkbox"/>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO <input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/>
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 Richmond Republic draught House

Type of Business Server / bartender Telephone No. (415) 619 7576 Supervisor's Name JOH

Your Position and Duties closing duties

Dates of Employment: From 03/2019 to Present

Reason for Leaving: _____

Name and Address of Employer Smash burger

Type of Business Burger joint Telephone No. () Supervisor's Name Diane

Your Position and Duties ~~Cash~~ Server / Busser

Dates of Employment: From 2/2014 to 8/2015

Reason for Leaving: Better opportunity

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 _____ 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: _____

JOB RELATED REFERENCES

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

Name: _____ 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

✓ 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.

✓ 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.

✓ 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.

✓ 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.

 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 *MA* Date 11/21

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Ramirez, Richard A

Start Date: 11/21/19

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

303 Hegenberger Road Suite 300, Oakland, CA. 94621

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: SERVER \$16.00 / Bartender \$20.00 Overtime Rate(s) of Pay: 1.5X

Rate by (check box): ☐ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

Rebekah Chang
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

11/21/19
(Date)

Richard Kanick
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

11/21/19
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

Interview Note Sheet
General

Applicant Information	
Name: <u>Richard Ramirez</u>	Interviewer: <u>Rose Kah</u>
Date: <u>11/21/2019</u>	Rate of Pay: <u>Bartender B&W \$16.00</u> <u>Server \$16.00</u>
Position (s) Applied for: <u>Bartender, Server</u> <u>B+W</u>	Referred by: <u>Referral</u>

Test Scores					
Server	15 / 35	43 %	Bartender	6 / 35	17 %
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<u>Full-Time</u>
<u>Part-Time</u>

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
Describe a time when you had to multitask or work under pressure.	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and make your customers' expectations?	None
<ul style="list-style-type: none"> • Manage cool. • Excites to move around a lot • Multi-tasking 		<ul style="list-style-type: none"> • Ask customers if need anything. • Smile • Positive 	<u>Server</u> <ul style="list-style-type: none"> • smash burger (1 yr). • Habit (cashier). • Richmond Republic Draught House (8 mos). <u>Bartender</u> <ul style="list-style-type: none"> • Richmond Republic Draught House (8 mos).

P.O.S. Experience: Y / N details: _____

Transportation	
<ul style="list-style-type: none"> • lives in SF. • Public transportation + Car 	
Certifications (if any)	
<ul style="list-style-type: none"> • Food Handler 	
Uniforms Owned:	
<ul style="list-style-type: none"> <input type="checkbox"/> Bistro White <input checked="" type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other: 	<ul style="list-style-type: none"> <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie

Regions Available to work:	
<p align="center">SF.</p>	
Availability	
<p>Mon-Fri - Available } Full-time Weekends - Available } part-time</p>	
Recommendations:	Other Languages Spoken:
<p>Acrobat Academy</p> <p>Lead Academy</p>	

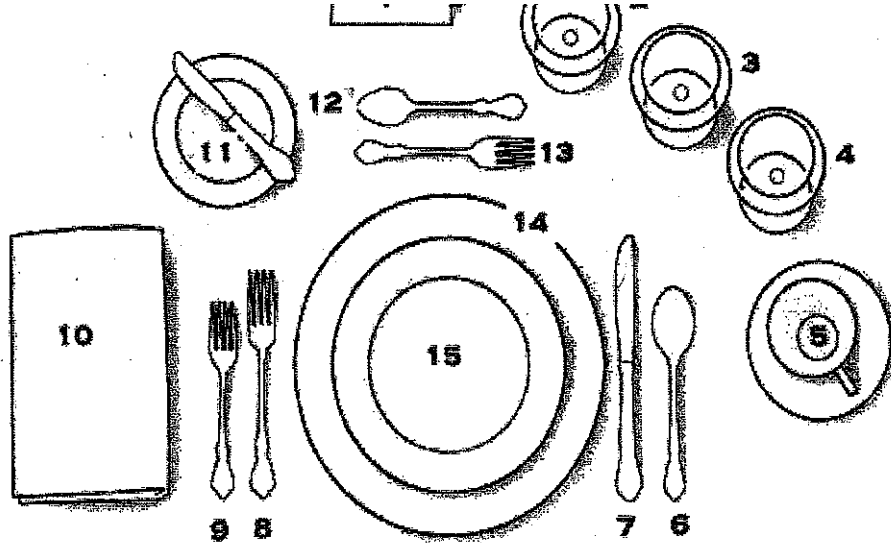
Multiple Choice

43%

- 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
- 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
- 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
- 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
- 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
- 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

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

- ~~1~~ Dinner Fork
- ~~2~~ Tea or Coffee Cup and Saucer
- ~~3~~ Dinner Knife
- ~~4~~ Wine Glass (Red)
- ~~5~~ Salad Fork
- ~~6~~ Service-Plate
- ~~7~~ Wine Glass (White)

- ~~10~~ Napkin
- ~~11~~ Bread Plate and Knife
- ~~12~~ Name Place Card
- ~~13~~ Teaspoon
- ~~14~~ Dessert Fork
- ~~15~~ Soup Spoon
- ~~16~~ Salad Plate
- ~~17~~ Water Glass

Fill in the Blank

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

Bartenders Test

Score 6 / 35

Multiple Choice (6 points)

17%

- 1) Carbonation _____ the rate of intoxication.
 - a) Slows down
 - ☒ b) Speeds up
 - c) Does nothing to
- 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
- 3) You can accept an expired ID as long as all other information is correct.
 - a) True
 - ☒ b) False
- 4) If someone has had too much to drink, serving them coffee will help sober them up.
 - ☒ a) True
 - ☒ b) False
- 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
- 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

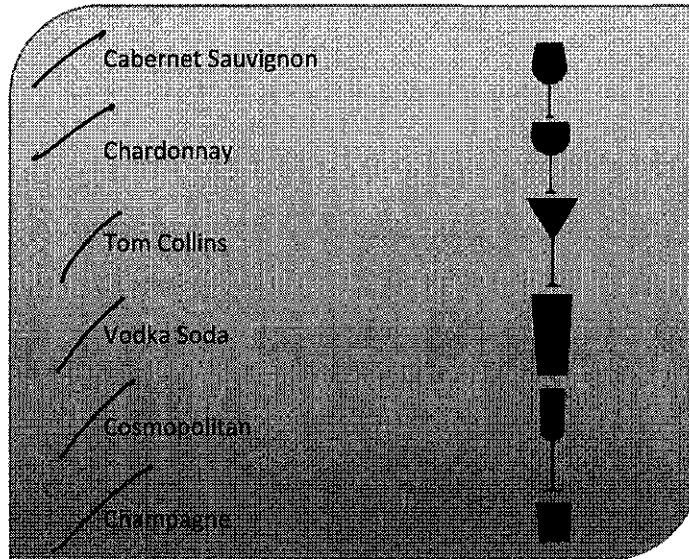
Vocabulary (9 points)

Match the word to its definition

- | | |
|------------------------|---|
| <u>—</u> "Straight Up" | a.) Used to crush fruits and herbs for craft cocktail making |
| <u>/</u> Shaker Tin | b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured |
| <u>/</u> "Neat" | c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice |
| <u>/</u> Muddler | d.) To pour ½ oz of a liquor on top |
| <u>/</u> Strainer | e.) Used to measure the alcohol and mixer for a drink |
| <u>/</u> Jigger | f.) Used to mix cocktails along with a pint glass and ice |
| <u>—</u> Bar Mat | g.) Used on the bar top to gather spills |
| <u>/</u> "Float" | h.) Requesting a separate glass of another drink |
| <u>/</u> "Back" | i.) Means to serve spirit room temperature in a rocks glass with no ice |

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): N/A
- What are the ingredients in a Manhattan? N/A
- What are the ingredients in a Cosmopolitan? N/A
- What are the ingredients in a Long Island Iced Tea? N/A
- What makes a margarita a "Cadillac"? N/A
- What is simple syrup? Sweetener
- Is it legal to pour liquor from one bottle into another? What is this called? (2 points)
Yes, N/A
- What should you do if you break a glass in the ice? Clean it out
- When is it OK to have an alcoholic beverage while working? When off
- What does it mean when a customer orders their cocktail "dirty"? Straight
- What are the ingredients in a Margarita? N/A