



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 CARLOS NUNO JORGE GUEDES Date: 02/19/2020
Home Telephone (415) 571 3517 Other Telephone ()
Present Address 130 CANYON WOODS LOOP APT# 279
Permanent Address, if different from present address: _____
Email Address ALDO - FASTER @ YAHOO . COM

EMPLOYMENT DESIRED

Position applying for: SERVEN 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 X No _____ Part-time work? Yes X No _____

Temporary work, e.g., summer or holiday work? Yes X 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 X 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	YES	YES	YES	YES	YES	YES	YES
PM		YES	YES	YES	YES	YES	YES

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
NO

Have you ever applied to or worked for Acrobat Outsourcing before? Yes___ No X If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes___ No X If yes, please state name and relationship _____

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

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

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
ESCOLA HOTELARIA	COIMBRA - PORTUGAL	3 RD	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: ALOHA, TOAST POS SYSTEM. I SPEAK 5 LANGUAGES I HAVE FOOD HANDLER'S CERTIFICATE AND ALCHHOL SERVER CERTIFICATE.			

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 X No If so, may we contact your current employer? Yes X No

Name and Address of Employer CAPURRO'S RESTAURANT

Type of Business RESTAURANT Telephone No. (415) 279 5653 Supervisor's Name LOU CAPURRO

Your Position and Duties SERVER

Dates of Employment: From 2012 To 2020

Reason for Leaving: BETTER ECONOMICAL CONDITIONS

Name and Address of Employer CAPURRO'S 498 JEFFERSON ST. 94109 SAN FRANCISCO

Type of Business Telephone No. (415) 279 5653 Supervisor's Name LOU CAPURRO

Your Position and Duties

Dates of Employment: From 2018 To 2019

Reason for Leaving: WORKING AT CAPURRO'S

Name and Address of Employer 400 JEFFERSON ST. SAN FRANCISCO

Type of Business RESTAURANT Telephone No. (415) 775 9311 Supervisor's Name ADRIENNE LEADER

Your Position and Duties SERVER

Dates of Employment: From 2014 To 2015

Reason for Leaving: MOVING TO EAST BAY

Name and Address of Employer ESPETUS SAN MATEO

Type of Business RESTAURANT Telephone No. (650) 342 8700 Supervisor's Name JORGE

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: _____

NO

Have you obtained any special skills or abilities as the result of service in the military? Yes X No _____

If so, describe: _____

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

Name: LOU CAPURRO Telephone No. (415) 279 5853
Address SAN FRANCISCO
Occupation: SERVER Relationship: _____ Number of Years Acquainted: _____

Name: JORGE BETENCOURT Telephone No. (415) 304 3206
Address SAN FRANCISCO
Occupation: SERVER Relationship: MANAGER Number of Years Acquainted: _____

Name: XAVIER MORALES Telephone No. (415) 936 4981
Address SAN DIEGO
Occupation: SERVER Relationship: CO-WORKER Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

C6 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.

C6 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.

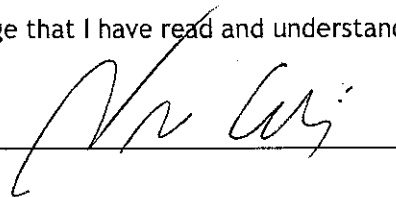
C6 I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

C6 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.

C6 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



Date

02/19/2020

Interview Note Sheet

General

Applicant Information					
Name: <u>Carlos Nuno Guedes</u>			Interviewer: <u>[Signature]</u>		
Date: <u>2/19/2020</u>			Rate of Pay: <u>Server Buffet \$16.50</u>		
Position (s) Applied for: <u>Server</u>			Referred by: <u>Originalist</u> <u>Server-Table Service \$16.50</u>		

Test Scores						Seeking:	
Server	<u>25/35</u>	<u>71</u> %	Bartender	<u>/35</u>	%	Full-Time Part-Time	
Prep Cook	<u>/20</u>	%	Barista	<u>/15</u>	%		
Grill Cook	<u>/40</u>	%	Cashier	<u>/15</u>	%		
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/14</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 exceed your customer's expectations?	Notes
	<u>stay calm</u> <u>talk w/ manager</u>		<u>@ Cioppino's</u> <u>Restaurant</u> <u>2018-2020</u> <u>→ server</u> <u>@ Capurro's Restaurant</u> <u>2015-2018</u> <u>→ server</u>

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

Transportation	Regions Available to work
<u>Uses in San Ramon</u> <u>- Car</u>	<u>- SF</u>
Communications (if any)	Availability
<u>Food Handlers</u>	<u>Mon-Fri: Available</u> <u>Sat: Available</u> <u>Sun: Not Available</u>
Uniforms Owned	Recommendations
<input checked="" 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: _____	<input type="checkbox"/> Acrobat Academy <input type="checkbox"/> Lead Academy
Other Languages Spoken	

Name CARLOS NUNO GUEDES**Servers Test**Score 25 / 35**Multiple Choice**

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?

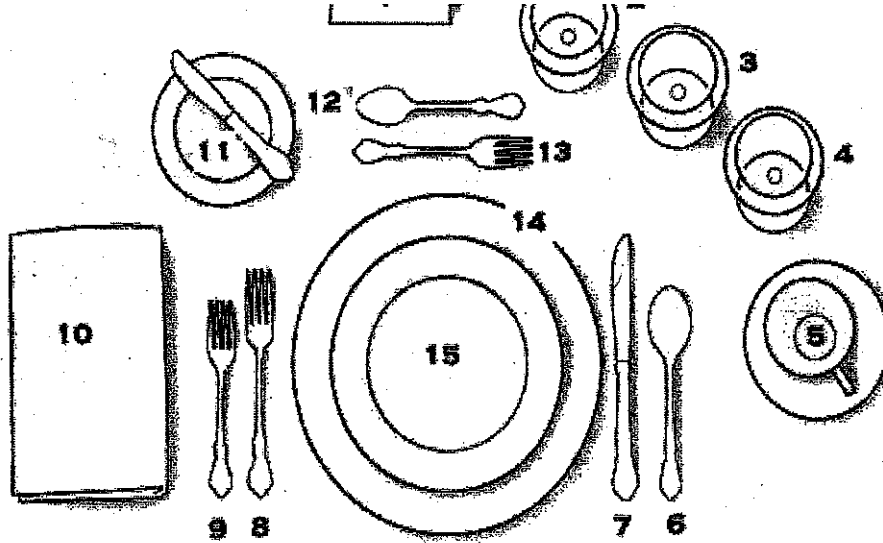
- ☐ a) Neatly and evenly across the tables
- ☐ b) The creases should all be going in the same directions
- ☐ c) The chairs should be centered and gently touching the table cloth
- ☒ d) All of the above

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 VocabularyD SculleryB Queen MaryA Chaffing DishE French PassingG Russian ServiceF CorkscrewC Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- 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)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- G. Style of dining in which the courses come out one at a time



Score / 35

Match the Number to the Correct Vocabulary

- 8 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
- 2 Teaspoon
- 13 Dessert Fork
- 12 Soup Spoon
- 15 Salad Plate
- 6 Water Glass

Fill in the Blank

1. The utensils are placed 8 inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? MILK, CREAM, SUGAR, SWEETNER

3. Synchronized service is when: WHEN A LINE OF SERVERS SERVING PATRONS AT SAME TIME

4. What is generally indicated on the name placard other than the name? THE PATRON'S COMPANY / POSITION

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?

GET IN CONTACT WITH THE KITCHEN, ASKING THE PATRON FOR A LITTLE MOMENT TO CHECK IT.