

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 Erica Dawson Date: 11.5.2014
 Home Telephone (—) Other Telephone 973 987-5762
 Present Address 295 Sheeanan Street
 Permanent Address, if different from present address: _____
 Email Address victoriosus108@aol.com

EMPLOYMENT DESIRED

Position applying for: Severer / House Cleaning Salary desired: \$10.00
 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? Nov. 2014

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	<input checked="" type="checkbox"/>	<u>9 AM</u>	<u>—</u>	<u>9 AM</u>	<u>—</u>	<u>9 AM</u>	<u>9 AM</u>
PM	<input checked="" type="checkbox"/>	<u>9 PM</u>	<u>—</u>	<u>9 PM</u>	<u>—</u>	<u>9 PM</u>	<u>9 PM</u>

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

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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.)

Have you ever been convicted of a felony within the past seven years, or have any pending cases currently open, including but not limited to any **Active Warrants** which may result in a felony conviction other than a conviction for marijuana possession or that resulted in a referral to, and participation in, any pretrial or post trial diversion program? (Please note that conviction of a crime is not an automatic bar to employment—all circumstances, including the nature, date and relevance of the offense to the position applied for will be considered.)

Yes No X

Have any of these convictions as described above involved fraud, embezzlement, passing checks, forgery, and theft, including identity theft? If yes, please state the nature of the crime(s), when and where convicted and the disposition of the case. If yes, state nature of the crime(s), when and where convicted, and disposition of the case(s).

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Bergen County Tech + Vocational Hs.	wayne NJ	12th	yes
KeySkills Learning Center	Clifton NJ	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:	MICRO SOFT word, Excel		

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

Name and Address of Employer Labor Ready Kipp Ave. Lodi NJ

Type of Business Tempory agency Telephone No. (973) 470-5641 Supervisor's Name Harold

Your Position and Duties positions varies

Dates of Employment: From 5-2014 To Know Weekly Pay: Starting # Ending

Reason for Leaving: STILL Employed

Name and Address of Employer Home CARE Options 2 MARKET ST. Paterson N.J

Type of Business Home CARE Agency Telephone No. (973) 523-1224 Supervisor's Name Dixie

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Your Position and Duties Home Health Aide Assisting Clients with there
EVERYDAY living needs.

Dates of Employment: From 6-2000 To 4-2011 Weekly Pay: Starting \$7.25 Ending \$10.00

Reason for Leaving: LACK OF WORK

Name and Address of Employer PATHMARK 85 Ackerman Ave. Clifton NJ

Type of Business Super MARKET Telephone No. (973) 253- Supervisor's Name Melody

Your Position and Duties CASHIER - Checked out customers merchandise as well
as bagged it.

Dates of Employment: From 3-1997 To 6-2000 Weekly Pay: Starting \$5.25 Ending \$7.25

Reason for Leaving: SEEKING FULL TIME WORK

Name and Address of Employer _____

Type of Business _____

Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

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: Diane Suelta Telephone No. (862) 668-9608

Address 13 Franklin St. GARFIELD NJ

Occupation: COORDINATOR Relationship: Ex-co-worker Number of Years Acquainted: 15 years

Name: Tanisha Bazemore Telephone No. (862) 668-1150

Address 147 Westmister Place Lodi NJ

Occupation: _____ Relationship: Friend Number of Years Acquainted: 20

Name: Shayla Parks Telephone No. (862) 823-1024

Address 297 Sherman St. PASSAIC NJ

Occupation: CASHIER Relationship: Friend/neighbor Number of Years Acquainted: 19

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

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

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

b 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

#2 Scullery	1 Metal buffet device used to keep food warm by heating it over warmed water
#2 Queen Mary	2 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)
Chaffing Dish	3 Used to hold a large tray on the dining floor
#7 French Passing	4 Area for dirty dishware and glasses
Russian Service	5 Large metal shelving unit for prepared food to be held or for dirty trays to be stored
#6 Corkscrew	6 Used to open bottles of wine
Tray Jack	7 Style of dining in which the courses come out one at a time