

## Employment Application

816-501-9067

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 Tameka Gregory Monroe Date: August 18, 2016  
Home Telephone (832) 819-8010 Other Telephone (281) 454-8010  
Present Address 11735 S. Glen Dr. Apt. 1111 Houston, Tx 77099  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Daniellegregory38@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Hospitality / Waitstaff / Open Salary desired: 8.00  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
NO

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? August 18, 2016

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>12:00am</u> Open	Open	Open	Open	Open	Open	Open
PM	<u>12:00am</u> Open	Open	Open	Open	Open	Open	Open

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 ☐

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Your Hospitality Staffing Professionals

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 the San Francisco Fair Chance Ordinance, 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?
Texas Careers	Beaumont, TX	Certificate	Yes
Woodville High	Woodville, TX	11	No
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> 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: <u>Medical Assistant</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 Wal-Mart 5405 S. Rice Ave. Houston, TX  
Type of Business Retail Telephone No. 713.860-9242 Supervisor's Name Keisha Guillory  
Your Position and Duties Cashier-POS expert, Customer service, Money handling  
Dates of Employment: From 05/15 To 07/16 Weekly Pay: Starting 9.00 hr Ending 13.50 hr  
Reason for Leaving: Terminated

Name and Address of Employer Texas Home Health 195 N 11th Street Bmt, TX  
Type of Business Healthcare Telephone No. 409.839-8166 Supervisor's Name John  
Your Position and Duties Provider - Prepare Meals, Running Errands, Shower Assistance  
Dates of Employment: From 02/15 To 05/15 Weekly Pay: Starting 8.00 hr Ending 8.00 hr  
Reason for Leaving: Moved to Houston  
Name and Address of Employer Wal-Mart 800 W. Gibson Jasper, TX



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Type of Business Retail  
Your Position and Duties Deli Associate - Prepare Salads, Cook food, customer Service  
Telephone No. (409) 384-1107 Supervisor's Name Tamela Johnson

Dates of Employment: From 08/09 To 05/11 Weekly Pay: Starting 9.80 Ending 10.80  
Reason for Leaving: My husband had a stroke and was ventilator dependant  
Name and Address of Employer What-A-Burger Jasper, Tx

Type of Business Restaurant  
Your Position and Duties Teamleader - Supervise employess, Prepare Orders  
Telephone No. (409) 384-4123 Supervisor's Name Pamela

Dates of Employment: From 09/07 To 05/09 Weekly Pay: Starting 7.25 Ending 9.00  
Reason for Leaving: Moved to Beaumont  
Have you ever been fired from any previous place of employment? If so, please explain: yes - Death in family so I missed to many days.

## MILITARY SERVICE

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

## JOB RELATED REFERENCES

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

Name: Jocelyn Edwards Telephone No. (281) 1608-9658

Address 1827 SunPoint Ct. Humble, Tx

Occupation: Owner Edwards Relationship: Supervisor Number of Years Acquainted: 12

Name: Joshua Tillerman Telephone No. (601) 940-5607

Address 5405 S. Rice Ave. Houston, Tx

Occupation: Assistant Manager Relationship: Former Boss Number of Years Acquainted: 1

Name: Shalanda Adams Telephone No. (832) 715-8059

Address \_\_\_\_\_

Occupation: Department Manager Relationship: Co-Worker Number of Years Acquainted: 1

**Please Read Carefully, Initial Each Paragraph and Sign Below**

TM

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.

TM

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.

TM

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.

TM

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.

TM

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

Jamuka Monroe

Date

August 18, 2016

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Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Tamela Monroe  
Email: daniellegregory38@yahoo.com  
Phone number: 832-869-8010

## Working Experience:

Company Name: Wal-Mart  
Dates of Employment: 05/15 - 07/16  
Job Responsibility: Cashier

- Money handling
- Customer Service
- Sales

Company Name: Texas Home Health  
Dates of Employment: 03/15 - 05/15  
Job Responsibility:

- Medication Assistance
- General cleaning
- Assist patient with Shower

Company Name: Pelican Bay  
Dates of Employment: 01/15 - 03/15  
Job Responsibility: Food Waitstaff

- Fix drink orders
- Set tables
- Serve residents meals

## Skills

- 
- 
- 
-



# Interview Note Sheet

Applicant Information	
Name: <u>Tameka Monroe</u>	Interviewer: <u>Carmelle Monroe</u>
Date: <u>8/18/16</u>	Rate of Pay:
Position (s) Applied for: <u>Open</u>	Referred by: <u>Apartment's owner</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	<u>15</u> /15	%
Dishwasher	/10	%	Housekeeping	/16	%

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

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of <u>4</u> in Food Service/Hospitality</p> <ul style="list-style-type: none"> <li>- willing to get Tabe / FHC</li> <li>- open to training</li> <li>- very pleasant / presentable</li> </ul>
P.O.S. Experience: Y / N details: _____

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool ( Rider / Driver )

Regions Available to work:
SF City      SF North      SF Peninsula      East Bay      Outer East Bay San Jose      South San Jose      SJ Peninsula <u>SW Houston</u>

Certifications (if any)
TIPS      Serv-Safe      LEAD      Other _____      Will Submit

Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only

Details: \_\_\_\_\_

Uniforms Owned:
Bistro      Black Bistro      Tuxedo      1/2 Tuxedo      Black Vest      Long Black Tie Chef Coat      Chef Pants      Knives <u>Black Pants</u> <u>Non-Slip Shoes</u> Bow Tie      Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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**Cashier Test**

**Score 15 / 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
- 9.25 ✓ 6) What is the current sales tax rate in your city \_\_\_\_\_ ?
- 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

**Cashier Test**

**Score / 15**

- 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? State ID or DL

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



Texas

USA  
TX

DRIVER LICENSE

4a DL 34328405 9 Class C  
4a Iss 05/14/2015 4b Exp 07/01/2017  
3 DOB 07/01/1982  
1 MONROE  
2 TAMEKA GREGORY  
3 3685 MCHALE ST  
BEAUMONT TX 77708-0000  
12 Restrictions A 9a End NONE  
16 Hgt 5-03 15 Sex F 18 Eyes BRO  
5 DD 00211590059104537414



*Tameka Monroe*

SOCIAL SECURITY

464-59-9761

THIS NUMBER HAS BEEN ESTABLISHED FOR  
TAMEKA DANIELLE GREGORY

*Tameka Gregory*  
SIGNATURE