

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 Nicholas Cook Date: September 2, 2016
Home Telephone (852) 605-2041 Other Telephone () _____
Present Address 7402 Clear Sea Circle, Baytown Tx, 77521
Permanent Address, if different from present address: _____
Email Address NSRCJ96@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cook Salary desired: open

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? Sept. 6

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"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
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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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?
Goose Creek Memorial H S	Baytown Tx	Diploma	Yes
San Jacinto College	Houston Tx	Associates in Business	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: Image Now, Banner, Who's Next, Microsoft offices 2010, Microsoft			

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 Khol's

Type of Business Retail Telephone No. (281) 421-1093 Supervisor's Name Terrell

Your Position and Duties Sales Associate; Aided customers with anything they needed. I also restocked and rearranged merchandise.

Dates of Employment: From Aug. 16, 2014 To Aug. 10, 2016 Weekly Pay: Starting \$14/hr Ending \$14/hr

Reason for Leaving: Better job opportunities

Name and Address of Employer San Jacinto College

Type of Business Financial Aid Telephone No. (832) 308-0273 Supervisor's Name Josh Menefee

Your Position and Duties Financial Aid Specialist; I answered phones, sent e-mails, and helped student complete their financial aid.

Dates of Employment: From OCT. 2014 To Aug. 2016 Weekly Pay: Starting \$7.25/hr Ending \$9/hr

Reason for Leaving: Switching Schools

Name and Address of Employer Kroger

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Type of Business Retail

Telephone No. (281) 422-3674

Supervisor's Name Emelia Garcia

Your Position and Duties Bag boy; sacked groceries, helped customer deliver products to their cars, restocked inventory, and retrieved carts.

Dates of Employment: From Nov. 2013 To March. 2014 Weekly Pay: Starting \$7.25 Ending \$7.25

Reason for Leaving: Going off to College

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: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?

If so, describe: _____

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: _____ 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

Nicholas Cole

Date

9/2/14

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Nicholas Cook
Email: NSRCJ96@gmail.com
Phone number: (832) 605-2041

Working Experience:

Company Name: Kohl's
Dates of Employment: Aug. of 2016
Job Responsibility: Sales Associate

- - Assist Customers
- - Restock shelves
- - Arrange Store inventory
-

Company Name: San Jacinto College
Dates of Employment: Oct. 2014 - Aug. 2016
Job Responsibility: Part-Time Financial Aid specialist

- - Send E-mails
- - Answer Phones
- - Help Students get Financial Aid
-

Company Name: Kroger
Dates of Employment: Nov. 2013 - March 2014
Job Responsibility: Courtesy Clerk

- - Sack groceries
- - Restock inventory
- - Customer Service
- - Retrieve & Refill Shopping Carts

Skills

- - Exemplary Math skills
 - - Work best w/ a team
 - - Quick learner
-
- Associates degree in Business