

Interview Note Sheet

Applicant Information					
Name: <u>Alana Harrison</u>			Interviewer: <u>Griffin Long</u>		
Date: <u>9/2/2014</u>			Rate of Pay: <u>11</u>		
Position (s) Applied for: <u>Cashier</u>			Referred by: _____		
Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%
Seeking:					
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time					
Relevant Experience & Summary of Strengths					
<p style="text-align: right;">Total of <u>60</u> in Food Service/Hospitality</p> <ul style="list-style-type: none"> - Home health care - Cashier experience - Tray line 					
P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____					
Transportation					
Car		Public Transit		Carpool (Rider / Driver)	
Regions Available to work:					
SF City		SF North		SF Peninsula	
San Jose		South San Jose		East Bay	
				Outer East Bay	
				SJ Peninsula	
Certifications (if any)					
TiPS		Serv-Safe		LEAD Other _____ Will Submit	
Availability					
Open		AM only		PM only	
				Weekdays only	
				Weekends only	
Details:					
Uniforms Owned:					
Bistro		Black Bistro		Tuxedo	
Chef Coat		Chef Pants		1/2 Tuxedo	
		Knives		Black Vest	
				Long Black Tie	
				Non-Slip Shoes	
				Bow Tie	
				Other: _____	
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?		
			Other Languages Spoken:		

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 Alana Harrison Date: 9-2-16
 Home Telephone () Other Telephone (132) 952-8601
 Present Address 15910 Maczali Ct, Missouri City 77489
 Permanent Address, if different from present address: _____
 Email Address Versacciani@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: 8-9.00 hr
 Are you currently registered with any staffing and/or employment agencies? If so, please list
FaceSetter

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? _____

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							
PM							

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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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?
Unites High	Houston, TX	HS Diploma	Yes
Post University		Freshman	Enrolled
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." Microsoft Excel		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:			

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 Team Health Care

Type of Business Healthcare Telephone No. (713) 838-1105 Supervisor's Name Mr. Bob

Your Position and Duties Provider

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

Reason for Leaving: Client Insurance Ended

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: _____

Name and Address of Employer _____

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Your Hospitality Staffing Professionals

Type of Business _____

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

Your Position and Duties _____

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

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 _____ 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?

Yes _____

If so, describe: _____

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: Ashley Davis Telephone No. (832) 521-2775

Address _____

Occupation: _____ Relationship: friend Number of Years Acquainted: 3

Name: Jazzmon Carter Telephone No. (713) 909-6056

Address _____

Occupation: Health Care Relationship: friend Number of Years Acquainted: 10

Name: Shawndra Frank Telephone No. (346) 228-8510

Address _____

Occupation: _____ Relationship: friend Number of Years Acquainted: 12

Please Read Carefully, Initial Each Paragraph and Sign Below

A.H

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.

A.H

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.

A.H

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.

A.H

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.

A.H

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

Alava Harron

Date

9-1-16

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

First and Last Name: Alana Harrison
Email: versacefant@gmail.com
Phone number: 832-852-8601

Working Experience:

Company Name: Team Health Care
Dates of Employment: 2014 - 2016

Job Responsibility:

- - Daily home Care of elderly
- - Assistance with Meds
- - Transportation
- -

Company Name: Walmart
Dates of Employment: 2010 - 2014

Job Responsibility:

- - Cashier
- - Ringing orders
- -
- -

Company Name: Ben Taub Hospital
Dates of Employment: _____

Job Responsibility:

- - preparing trays
- -
- -
- -

Skills

- - Cashier
- - Customer Service
- -
- -