

Interview Note Sheet

Applicant Information	
Name: <u>Cashy Shelton</u>	Interviewer: <u>Shawna Padilla</u>
Date: <u>9/8/16</u>	Rate of Pay: <u>\$12</u>
Position (s) Applied for: <u>Cook</u>	Referred by:

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p><i>Total of _____ in Food Service/Hospitality</i></p> <p><i>Has experience with</i> <i>cooking at the</i> <i>stadiums</i></p>
<p>P.O.S. Experience: Y / N details: _____</p>

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

Regions Available to work:
<input type="checkbox"/> SF City <input type="checkbox"/> SF North <input type="checkbox"/> SF Peninsula <input type="checkbox"/> East Bay <input type="checkbox"/> Outer East Bay <input type="checkbox"/> San Jose <input type="checkbox"/> South San Jose <input type="checkbox"/> SJ Peninsula <input checked="" type="checkbox"/> <u>Houston</u>

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
Details: _____

Uniforms Owned:
<input checked="" type="checkbox"/> Bistro <input 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 checked="" type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
<input type="checkbox"/> Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/> Convention Candidate? <input type="checkbox"/> 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 Casen Shelton Date: 9/08/16
Home Telephone (832) 885-9297 Other Telephone (832) 885-9297
Present Address 15410 Bidingwood Missouri City, TX, 77409
Permanent Address, if different from present address: _____
Email Address kcshe144@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cook, open to new positions Salary desired: \$12. hr. Open for discussion
Are you currently registered with any staffing and/or employment agencies? If so, please list
N/A

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 Alex 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? 9/09/16

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>OFF</u>	<u>close-9AM</u>	<u>9AM</u>	<u>9AM</u>	<u>9AM</u>	<u>9AM</u>	<u>OFF Open</u>
PM	<u>OFF</u>	<u>9PM</u>	<u>9PM</u>	<u>9PM</u>	<u>9PM</u>	<u>9PM</u>	<u>OFF Close</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
Alex
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.)

N/A

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?
Owles High School	Sugar Land, TX	12th	Yes
Texas Southern Univ	Houston, TX	3 YES	No
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input type="radio"/> 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	<input type="radio"/> 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 Hooters 2002-2004

Type of Business Food Service Telephone No. () Supervisor's Name

Your Position and Duties Head cook I would receive the orders, then proceed to construct the meal for the customer. Then call out the order for pick up.

Dates of Employment: From 2002 To 2004 Weekly Pay: Starting \$10 Ending \$14

Reason for Leaving: Went off to San Antonio State.

Name and Address of Employer Bob Luby's Seafood and Steak House

Type of Business Food Services Telephone No. () Supervisor's Name

Your Position and Duties Clean dishes, Head cook, grill steaks, Blackened Fish, Fry Fish, Fry vegetables

Dates of Employment: From To Weekly Pay: Starting Ending

Reason for Leaving:

Name and Address of Employer

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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?
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: Phillip Bernard Telephone No. (872) 524-7150

Address _____

Occupation: Mechanics Relationship: Ex-Coworker Number of Years Acquainted: 12

Name: Corey Bell Telephone No. (281) 989-0002

Address _____

Occupation: Rail Conductor Relationship: Ex-Coworker Number of Years Acquainted: 15

Name: Priscilla McCullen Telephone No. (832) 473-2718

Address _____

Occupation: Cook Relationship: Ex-Coworker Number of Years Acquainted: 16

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 _____ **Date** _____

Casey D. Shelton

15410 Ridingwood Missouri City, TX 77489

Home: (832) 372-9489 Cell: (832) 885-9297

Kcshelton84@gmail.com

OBJECTIVE

Seeking a position with a growth-oriented company where my skills and experience can be fully utilized to contribute to a more efficient, productive environment and enhance my professional growth.

WORK EXPERIENCE

Sperry Rail Service, Danbury, Connecticut

06/2013-08/2016

Driver/Assistant Operator

Operate and maintain rail flow

Detector vehicles under the general direction of field managers, (pilot)

coordinate and plan track and time with the dispatchers to conduct safety inspection of the rail.

Mark and tag defects that are defined within the rail.

Daily inspection of rail detector for any safety hazards, identify different types of railing exp bolt hold breaks, frogs, switch points. The key component of my job was to maintain safe work environment and ensure that the rail was safe enough for passenger and cargo movement on the rail

International Papers, Sealy, TX

04/2012- 08/2016

Clamp Truck Driver/ Forklift Operator

Shipping and Receiving

Move 7,000 ton rolls from truck to warehouse

Retrieving supplies and materials by studying specifications; locating and verifying supplies and materials.

Monitoring inventory by reporting discrepancies.

Clearing production area by securing and moving finished pallets; moving empty pallets.

Documenting actions by logging movement of supplies, materials, and finished goods.

Maintaining safe work environment by watching out for foot traffic; following standards and procedures; complying with legal regulations.

Keeping forklift operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.

Macsteel USA, Houston, TX

12/2010-11/2011

Machinist

Operated schlliter machine (Fabrication of steel)

Set up and operate metalworking, brazing, heat-treating, welding, and cutting equipment.

Calculate dimensions and tolerances using knowledge of mathematics and instruments such as micrometers and vernier calipers.

Machine parts to specifications using machine tools such as lathes, milling machines, sharpeners, or grinders.

Monitor the feed and speed of machines during the machining process.

Support staff in assigned projects

Built pallets

Data Entry/ Shipping and Recieving

Performed general electric duties

Operated nail guns and other high powered machinery

Air Pressure (PSI)

PBC Performance Blasting, Port Arthur, TX

08/2008-10/2010

Painter/Blaster/Forklift operator

Effective removal of corrosion with abrasive materials.

Adhere to assigned refineries safety and control measures.

Safety maintain structural integrity.
Utilize collective thinking to ensure safe performance of all task.

Education

Texas Southern University

References

Available upon request.

08/2002-12/2005