

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 ASWIND C VALENTINE Date: September 13, 2016
 Home Telephone (832) 575-5803 Other Telephone (713) 726-9222
 Present Address 11803 S. Ridgeway Cir.
 Permanent Address, if different from present address: _____
 Email Address ACVAL4@YAHOO.COM

EMPLOYMENT DESIRED

Position applying for: HOSPITALITY / RUNNER / Customer Service \$11.00 / OPEN
Salary desired:

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? 9/13/16

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
	<u>OPEN</u>						
AM	<u>OPEN</u>						
PM	<u>OPEN</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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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?
ELKINS HIGH J of New Orleans	AUGUSTA, GA New Orleans, LA	12 years 12 years	YES NO
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: Safety Specialist / OSHA			

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 1 No 0 If so, may we contact your current employer? Yes 1 No 0

Name and Address of Employer Conrad Carter

Type of Business Events Telephone No. (713) 223-5627 Supervisor's Name Asstley

Your Position and Duties Customer Service / Events

Dates of Employment: From 9/11 To Now Weekly Pay: Starting 7.25 Ending 7.25

Reason for Leaving: Still there

Name and Address of Employer SAVAGE SERVICES

Type of Business Industrial Telephone No. (281) 277-2777 Supervisor's Name Warren Smith

Your Position and Duties OPERATOR / Customer

Dates of Employment: From 12/2009 To 6/11 Weekly Pay: Starting 11.20 Ending 18.26

Reason for Leaving: Moved to Houston

Name and Address of Employer Kinder Morgan

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Type of Business

Operating

Telephone No. (713) 726-9220

Supervisor's Name

Your Position and Duties

Cleaning, Cashier, Customer Service

Tony Douglas

Dates of Employment: From

07/08

To 5/2009

Weekly Pay: Starting

10.00

Ending

15.46

Reason for Leaving:

Name and Address of Employer

Type of Business

Telephone No. (713) 726-9220

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:

None

MILITARY SERVICE

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

If so, describe:

Yes No

US Navy Information Sys.

JOB RELATED REFERENCES

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

Name: JUANITA STANTON Telephone No. 713, 726-9220

Address: 11823 S Houston TX

Occupation: Mail Sorter Relationship: Friend Number of Years Acquainted: 10 years

Name: Wayne Stanton Telephone No. 713, 726-9220

Address: Houston, TX

Occupation: Operator Relationship: Friend Number of Years Acquainted: 7

Name: Anne Mays Telephone No. 713, 726-0017

Address: Houston, TX

Occupation: Machinist Relationship: Friend Number of Years Acquainted: 8

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

9/13/16

AC Valentine

11803 S. Ridgewood Cir.

Houston, TX 77071

Phone: 832-578-5803

acval4@yahoo.com

Objective

TO SECURE A POSITION IN A BUSINESS RELATED ENVIRONMENT, OFFERING OPPORTUNITIES TO APPLY LEARNED SKILLS, EDUCATION, AND TRAINING TOWARD CONTINUED CAREER ADVANCEMENT.

Abilities

I AM A DEDICATED PERSON WITH A HIGH COMMITMENT LEVEL TO THE COMPANY WHO EMPLOYS ME. I WOULD LIKE TO BE PART OF AN ORGANIZATION THAT WILL PROVIDE ME WITH A CHALLENGE AND THE OPPORTUNITY TO MAKE A DIFFERENCE.

Employment History

LEAD TRANSLOAD OPERATOR, Chemical Equipment Operators and Tenders

12/2009 – 06/2016

SAVAGE SERVICES CORPORATION

BAYTOWN, TX

NEW ORELANS, LA

Employment Type:

Full Time (30 Hours or More)

Responsibilities

Including but not limited to the following:

- Follow proper safety rules and operating procedures to support zero tolerance safety objectives.
- Load / Unload and move railcars

- Load coke into barges by operating barge haul system and associated bulk material handling equipment
- Operate Rail King, co-ordinate & perform unit rail switching activities
- Operate conveyor, crusher, silo & loading chute
- Operate drum-un-heading equipment with assistance from certified unheader
- Train and Learn to Operate the Coke Cutting Equipment
- Train and Learn to Operate the DCU Bridge Crane
- Complete and maintain required daily paperwork
- Perform general cleanup of entire DCU and Load Out Shed including, but not limited to, keeping the ground clear of spilled coke and washing down equipment.
- Housekeeping duties, including keeping offices, restrooms, break rooms and work rooms clean and tidy
- Assist Maintenance personnel, as needed
- Occasionally work in areas outside of your normal duties, when instructed by Supervision.
- Physically able to handle large tools, climb on and off the equipment, ascend and descend ladders, and should not have a fear of heights

NEW ORLEANS, LA

Employment Type:

Full Time (30 Hours or More)

Daily inspections of railcars, tractor-trailers, and equipment to ensure safe conditions and operation. Railcar/transfer preparation, including installing bolt-on/bolt-off fittings, making hose connections, taking product samples. Conduct numerous transfers of hazardous and non-hazardous liquid bulk chemicals from tank cars to tank trucks each day. Perform routine maintenance on equipment. The job requires the employee to wear Personal Protective Equipment at all times, including chemical-resistant suits in the summertime. This job is labor-intensive, not equipment-intensive. The job requires an exceptionally sharp individual with great attention to detail and the ability to learn proper handling of various chemicals, yet also possesses excellent hands-on skills and a willingness to work in an outdoor industrial environment year round. Chemicals Experience: Hydrogen Peroxide...Sulfur...Turpentine...Flurosilicic Acid...Sulphuric Acid...Cobalt...Liquified Petroleum Gas...Ethanol...Gasoline...Propylene. Products Experience: Used Oil...Salt...Soda Ash...Coke.

OPERATIONS, Production, Planning, and Expediting Clerks

07/2008 - 05/2009

KINDER MORGAN

SORRENTO, LA

Employment Type:

Full Time (30 Hours or More)

WORKING EVERDAY FOR 12 HRS MOVING RAILCARS THROUGH OUT THE PLANT. OPERATED HEAVY EQUIPMENT, FOR EXAMPLE, DROVE A LOCOMOTIVE. BASICALLY, I WAS DOING WORK AS IF I WORKED FOR A RAIL COMPANY. WORKED ON THE RIVER LOADING PRODUCT INTO BARGES.

PRODUCTION OPERATOR, Production Workers, All Other

06/2006 - 06/2008

CARGILL

RESERVE, LA

Employment Type:

Full Time (30 Hours or More)

WORKING WITH HEAVY MACHINERY, HOUSEKEEPING, CONFINED SPACE CLEANING, MEASUREMENTS OF GRAIN BINS, UNLOADING OF RAIL CARS USING REMOTE CONTROL MACHINERY, WORKING IN A TEAM ORIENTED ENVIRONMENT, AND VARIES AMOUNT OF DUTIES...MAY DO 2 OR MORE DIFFERENT JOBS A DAY.

INFORMATION SYSTEMS TECH., Production Workers, All Other

06/1999 - 06/2003

US NAVY

CHICAGO, IL

Employment Type:

Full Time (30 Hours or More)

SEAMAN, COMPUTERS, CLEANING, STANDING WATCH

Education History

Completion Date

Issuing Institution

Location

Qualification

Course of Study

06/2009

UNIVERSITY OF PHOENIX

LA

1 Year of College or a Technical or Vocational School

BUSINESS

05/1999

Elkins High School

TX

High School Diploma

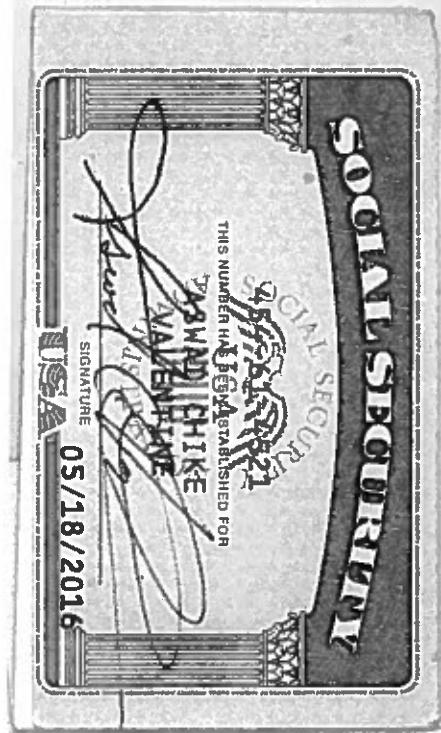
Required Studies

Honors

NATIONAL HONOR SOCIETY MEMBER FROM HIGH SCHOOL

Notes

Type 40 wpm, Computer literate in Microsoft Word, Windows 95 & 98, XP PRO., QUICK BOOKS, MS POWER POINT, AND OTHER BASIC COMPUTER PROGRAMS. Have the ability to work in a fast pace environment. Willing to relocate. Available to start work immediately.





Interview Note Sheet

Applicant Information

Name: <u>Aswan Valentine</u>	Interviewer: <u>Caroline</u>
Date: <u>9/13/16</u>	Rate of Pay:
Position (s) Applied for: <u>Banquet Server, Dishwashing</u>	Referred by: <u>Former employee</u>

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of 5 yrs in Food Service/Hospitality

- people person
- energetic
- worked banquets

P.O.S. Experience: Y / N details: _____

Transportation

Car Public Transit 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>8 w Houston 7/10/17</u>

Certifications (if any)

TiPS Serv-Safe LEAD Other FHC & TABE Will Submit

Availability

Open AM only PM only Weekdays only Weekends only

Details:

Uniforms Owned:

Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie

Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Servers Test

Multiple Choice

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

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

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

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

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

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

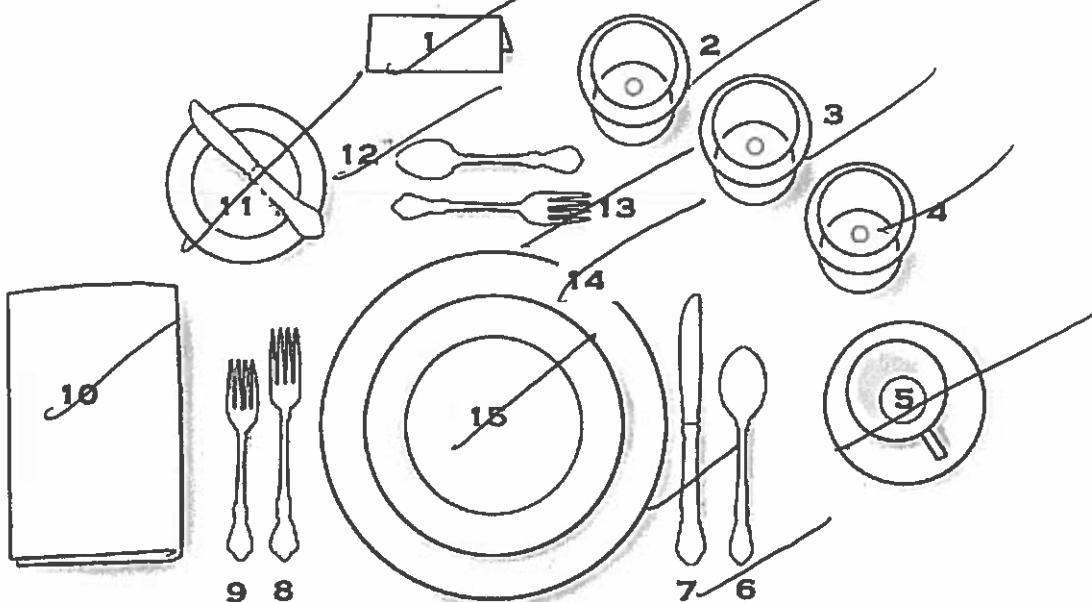
D E Scullery
H A Queen Mary
X G Chaffing Dish
B D French Passing
G B Russian Service
V E Corkscrew
C C Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water
 B. 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)
 C. Used to hold a large tray on the dining floor
 D. Area for dirty dishware and glasses
 E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
 F. Used to open bottles of wine
 G. Style of dining in which the courses come out one at a time

Name _____

Score 25 / 35

Servers Test



Match the Number to the Correct Vocabulary

- 10 ✓ Napkin
- 11 ✓ Bread Plate and Knife
- 1 ✓ Name Place Card
- 12 ✓ Teaspoon
- 17 ✓ Dessert Fork
- 16 ✓ Soup Spoon
- 13 ✓ Salad Plate
- 4 ✓ Water Glass

- 8 ✓ Dinner Fork
- 5 ✓ Tea or Coffee Cup and Saucer
- 7 ✓ Dinner Knife
- 2 ✓ Wine Glass (Red)
- 9 ✓ Salad Fork
- 14 ✓ Service Plate
- 3 ✓ Wine Glass (White)

Fill in the Blank

1. The utensils are placed Two inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Food & things are brought and done in order

3. Synchronized service is when: Food & things are brought and done in order

4. What is generally indicated on the name placard other than the name? Establishment and or Company Name

5. The Protein on a plate is typically served at what hour on the clock? 12 o'clock

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Make is happen talk with the chef