



## 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 SHEDRA NIXON Date: 10-9-16  
Home Telephone (832) 869-7366 Other Telephone (832) 433-7227 or 832-994-17  
Present Address 3923 Curvey Ln  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address N/A

### EMPLOYMENT DESIRED

Position applying for: Open Salary desired: 1000

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 Chip Hayes 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	<u>NO</u>	<u>YES open</u>					
PM	<u>YES 3pm</u>	<u>YES 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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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?
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:			

## 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 \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From 6/15 To 4/16 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: WENT TO OTHER EMPLOYMENT COMPANY START CUTTING HRS.

Name and Address of Employer Fiesta on Callan

Type of Business Grocery Stores Telephone No. (713) 731-2100 Supervisor's Name Mrs. Perez

Your Position and Duties CASHIER and Customer SERVICE

Dates of Employment: From 2/13 To 07/14 Weekly Pay: Starting 9.50 Ending 9.75

Reason for Leaving: TEMP. ON CONTRACT

Name and Address of Employer V.A. Hospital

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Your Hospitality Staffing Professionals

Type of Business Hospital Telephone No. (866) 578-5469 Supervisor's Name Mr. John W.

Your Position and Duties CASHIER, Record and receive payments from customers in the Canteen Store and Starbucks inside Hospital.

Dates of Employment: From 07-11 To 11-12 Weekly Pay: Starting 1100 Ending 1100

Reason for Leaving: Temporary Agentie

Name and Address of Employer George E. Brown

Type of Business GRB Telephone No. (713) 853-8000 Supervisor's Name Chef. Buggy

Your Position and Duties CASHIER, Record and receive payments from Customer while working concession stands at GLO Center and Minute Maid Park.

Dates of Employment: From 6-07 To 2/09 Weekly Pay: Starting 2300 Ending 2300

Reason for Leaving: Temp.

Have you ever been fired from any previous place of employment? If so, please explain: No

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes        No X  
If so, describe: \_\_\_\_\_

## JOB RELATED REFERENCES

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

Name: Sharon H. Cash Telephone No. (713) 2109-8162

Address: 3723 Curvey Ln

Occupation: Retire Relationship: Friend Number of Years Acquainted: 30 yrs

Name: Angel Calegan Telephone No. (832) 994-1768

Address: 10909 Southview

Occupation: Own Business Relationship: Friend Number of Years Acquainted: Byrs

Name: Shanta Bemadge Telephone No. (832) 819-9395

Address: 8/4

Occupation: Friend/Church Member Relationship: Hairstylist Number of Years Acquainted: 28 yrs

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

AD  
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.

PN  
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.

PN  
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.

PN  
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.

PN  
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

Phedra Nilm

Date

10-9-16

## Interview Note Sheet

### Applicant Information

Name: <u>Phedrea Nixon</u>	Interviewer: <u>Griffin long</u>
Date: <u>10/20/2016</u>	Rate of Pay: <u>?</u>
Position (s) Applied for: <u>House keeping</u>	Referred by: <u>Crystal Hayes</u>

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

Seeking:
<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

### Relevant Experience & Summary of Strengths

Total of 10 in Food Service/Hospitality

- prep cook
- Cashier
- House keeper

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>Houston</u>

### 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	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	<input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:



Housekeeping Test

1. During which of the following situation(s) should you wear gloves?  
 a) When handling disinfectant solutions  
 b) When cleaning guest rooms  
 c) When handling soiled linen  
 d) When handling or disposing of waste  
 e) All of the above

2. Which of the following should be cleaned daily?  
 a) Chairs, lamps, and tables  
 b) Tabletops, bed, and handrails  
 c) Grab bars, light, tops of doors and counters  
 d) Floors, sinks, toilets, and latrines  
 e) All of the above

True or False: You do not need to use a separate cloth for cleaning bathrooms.

True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.

5. Should the following be cleaned daily or weekly? Circle one.  
 a) Floors Daily/ Weekly  
 b) Toilets and latrines Daily/ Weekly  
 c) Carpets in guest rooms Daily/ Weekly  
 d) Carpets in offices Daily/ Weekly  
 e) Soiled linen Daily/ Weekly

6. The best way to clean the floors:  
 a) Scrubbing  
 b) Dry sweeping and dusting  
 c) Sweeping, mopping and dusting  
 d) Wet mopping

7. What should do if you spill liquids or see a liquid spill?  
 a) Leave it for someone else to clean- up  
 b) Wait until the end of your shift to clean it  
 c) Flag the spill and clean it up immediately  
 d) Not sure

8. The proper procedure for cleaning spills of blood and other body fluids is:  
 a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution  
 b) Find the janitor on- duty and ask him to clean it up  
 c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"  
 d) Nothing

9. What do you do if you encounter with bed bugs in a guest room?

STRIP THE LINEN, CALL THE HEAD SUPERVISOR, CONTINUE CLEANING AND START CLEANING THE ROOM COMPLETELY.

10. What do you do if you find Lost and Found items in a guest rooms?

TAKE THE ITEMS TO LOST AND FOUND AND REPORT IT TO SUPERVISOR

11. Describe the difference between a disinfectant and a cleaning solution?

DISINFECTANT THROW OUT ONLY BY SUPERVISOR OR MANAGER REQUEST  
FIND THE RIGHT CLEANING SOLUTION OCCURRING TO THE PROBLEM AND  
STAY UNTIL THE PROBLEM IS SOLVED.

