

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 PHEDREA NIXON Date: 10-9-16
Home Telephone (832) 869-7366 Other Telephone (832) 433-7227 or 832-994-1717
Present Address 3723 Curvey Ln
Permanent Address, if different from present address: _____
Email Address N/A

EMPLOYMENT DESIRED

Position applying for: Open Salary desired: 10.00

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>4:50pm</u>	<u>4:50pm</u>	<u>4:50pm</u>	<u>4:50pm</u>	<u>4:50pm</u>	<u>4:50pm</u>
PM	<u>4:50pm</u>	<u>4:50pm</u>	<u>4:50pm</u>	<u>4:50pm</u>	<u>4:50pm</u>	<u>4:50pm</u>	<u>4:50pm</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 ☐

Acrobat

outsourcing

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 X 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 10⁰⁰ Ending 10⁰⁰

Reason for Leaving: Went to other employment company start cutting HRS.

Name and Address of Employer Firsta on Call

Type of Business Grocery Store 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 9⁵⁰ Ending 9⁷⁵

Reason for Leaving: Temp. on Contract

Name and Address of Employer V.A. Hospital

Acrobat

outsourcing

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 11.00 Ending 11.00

Reason for Leaving: Temporary Agent

Name and Address of Employer George Z. Brown

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

Your Position and Duties Cashier, Record and receive payments from customers while working concession stands at GRB Center and Minute Maid Park.

Dates of Employment: From 6-07 To 2/09 Weekly Pay: Starting 23.00 Ending 23.00

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 ☒ 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 Calegon Telephone No. (832) 994-1768

Address 10909 Southview

Occupation: OWN BUSINESS Relationship: Friend Number of Years Acquainted: 6 yrs

Name: Shanta Bemdage Telephone No. 832) 819-9395

Address N/A

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

Please Read Carefully, Initial Each Paragraph and Sign Below

AO

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 Nidm

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:

Full-Time

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 Houston

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 Black Pants Non-Slip Shoes Bow Tie Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Name: PHEDRA NIXON

Score 7/14

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

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

4. 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 solve.

