

Employment Application

818-501-9067

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 Shantadria D Haynes Date: Sept 29, 2016
Home Telephone (832) 986-8163 Other Telephone (832) 287-4122
Present Address 7146 S Dairy Ashford Rd Houston TX 77072
Permanent Address, if different from present address: Same
Email Address ShaeHaynes22@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____

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 _____ 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? immediately

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>OPEN</u>	<u>8am</u>	<u>8am</u>	<u>8am</u>	<u>8am</u>	<u>8am</u>	<u>8am</u>
PM	<u>OPEN</u>	<u>10pm</u>	<u>10pm</u>	<u>10pm</u>	<u>10pm</u>	<u>9pm</u>	<u>9pm</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>N/A</u>							

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.) _____

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Contemporary Learning Center	Houston, TX	12th	YES
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" 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."		<input checked="" type="radio"/> YES	NO
Special: Customer Service, dietary,			

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 Krogers 3300 Montrose Blvd Hou TX 77006

Type of Business retail Store Telephone No. (713) 526-7865 Supervisor's Name Alex

Your Position and Duties Deli Clerk,

Cook, Clean, Customer Service, prep food, temp food,

Dates of Employment: From 08/13 To 10/14 Weekly Pay: Starting \$7.25 Ending \$7.45

Reason for Leaving: better pay / moved

Name and Address of Employer Ben Taub Hospital 1504 Ben Taub loop Hou TX 77030

Type of Business Hospital Telephone No. (713) 873-2000 Supervisor's Name Pasty

Your Position and Duties EVS tech / Housekeeping,

Clean, making beds, replenishing linens, cleaning, and dusty, mopping

Dates of Employment: From 12/14 To 11/15 Weekly Pay: Starting \$9.00 Ending \$9.26

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

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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 _____ 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: Britney McDaneil Telephone No. (832) 305-4983

Address: 3443 addicks clodine rd Apt #6104

Occupation: Healthcare Relationship: Coworker Number of Years Acquainted: 6

Name: Elda Telephone No. (281) 798-0176

Address: _____

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

Name: _____ Telephone No. (____) _____

Address: _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

SH

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.

SH

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.

SH

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.

SH

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.

SH

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

Shantadice Haynes

Date

9/28/16

Name: Shantadnia Haynes

Score 10/14

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? Immediately Contact your sup shift mgr.
10. What do you do if you find Lost and Found items in a guest rooms? report it to the front office and tell them what room it came out of fill out a lost and found slip
11. Describe the difference between a disinfectant and a cleaning solution? Not sure. disinfectant is just to kill germs
Cleaning solutions is to clean and disinfect area.

Interview Note Sheet

Applicant Information

Name: Shantadria Hayes

Interviewer: _____

Date: _____

Rate of Pay: _____

Position (s) Applied for: _____

Referred by: _____

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 _____ in Food Service/Hospitality

- House keeper
- tray line
- food runner
- Cashier

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: _____

