



ACROBAT OUTSOURCING
TSC GROUP

Employment Application

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 Nicole Coleman Date: 10-16-2019
Home Telephone (979) 877 1873 Other Telephone () _____
Present Address 6725 Brittonville rd Apt 3303
Permanent Address, if different from present address: _____
Email Address Nsscolemena@gmail.com

EMPLOYMENT DESIRED

Position applying for: Banquet server Salary desired: \$11
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 _____ 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?
10/17/2019

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 | | Am | Am | Am | Am | Am | |
| PM | Pm | | | | | | Pm |
| Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u> | | | | | | | |

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☒ No ☐ If yes, when? Atlanta

2017

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 ☐

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 any and all Fair Chance Ordinances, 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? |
|--|------------------|--|-------------------------------------|
| <u>German town high school</u> | <u>Phila, PA</u> | | <u>Yes</u> |
| Do you have any special licenses, certificates or special training? If so please list under "Special." | | <input checked="" type="radio"/> YES <u>NC</u> | <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." | | <input checked="" type="radio"/> 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 | <input checked="" 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 Andyfrain security event staff
2929 McKinney St 2nd Houston TX 77003

Type of Business Security Telephone No. (713) 699 1664 Supervisor's Name Nick Lampasona

Your Position and Duties I am providing quality security and event staff for special events takes some very unique skills

Dates of Employment: From 3/2019 To

Reason for Leaving: Current

Name and Address of Employer Shields event staff

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

Your Position and Duties Performing as a Usher, Ticket taker, event security and customer service, and concerts also festivals

Dates of Employment: From To

Reason for Leaving: Current

Name and Address of Employer Le Meridien Hotel 1121 Walker St Houston TX 77002

Type of Business Hotel Telephone No. (713) 222-7777 Supervisor's Name Nicole Benedict

Your Position and Duties In Room dining - Communicate with guests basic acknowledge of food and beverage preparation, service standards

Dates of Employment: From 8/2018 To 6/2019

Reason for Leaving: change of careers

Name and Address of Employer Briar Club

Type of Business Country Club Telephone No. (713) 622 3467 Supervisor's Name Nicole Benedict

Lance St. John

Your Position and Duties Server / Busser set up tables, placing food and beverage order, communicate with the chef, place orders on the POS

Dates of Employment: From 3/2018 To 4/2019

Reason for Leaving: Change Career

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: Homar Longoria Telephone No. 781, 205 8397

Address _____

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

Name: Isaiah Telephone No. 404, 599 3372

Address _____

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

Name: Lance St. John Telephone No. 281, 827 8839

Address _____

Occupation: A LA Carta Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

NC 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.

NC 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.

NC 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.

NC 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.

NC 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

10-16-2019