

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employment Application

B16-501-9067

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 Laurel Crystal Kaine

Date: 2-22-2017

Home Telephone (832) 908-2800

Other Telephone ()

Present Address 15514 Meadow Village, Deer Park, Tx. 77095

Permanent Address, if different from present address:

Email Address Laurel_KA@hotmail.com

EMPLOYMENT DESIRED

Position applying for: flexible

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 Lynn

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? 2-24-17

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY	<u>flex</u>						
AM		↓	↓	↓	↓	↓	
PM							

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? _____

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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

Texas Education Agency
Montgomery College

CITY & STATE
Austin, TX
Conroe, TX

GRADE OR DEGREE
COMPLETED

GED

DID YOU GRADUATE?

Yes

Yes

Yes

Do you have any special licenses, certificates or special training? If so, please list under "Special".

Are you computer literate? If so, list software knowledge under "Special".

Are you proficient with Point of Sales Systems? If so, please list which ones under "Special".

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".

Special: Managed a Catering Company 60+ employees & office staff

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

Sage Dining 1402 York Rd. Lutherville, MD 21093

Type of Business

Food Service for children Telephone No. (713) 253-9907 Supervisor's Name Rhonda Penn

Your Position and Duties

Prepping cold food, making pizzas and any other items served that day. Cashiering - Working "Snack Time".

Dates of Employment: From

10/16 To Present

Weekly Pay: Starting

11

Ending

SAME

Reason for Leaving

Still employed

Name and Address of Employer

Melange Catering 6803 Wynnwood Lane, Houston TX 77008

Type of Business

Catering

Telephone No. (713) 869-0066

Supervisor's Name Rob Campbell

Your Position and Duties

Help set up, bus & break down events

Dates of Employment: From

7/16 To Present

Hourly Pay: Starting

18

Ending

SAME

Reason for Leaving

Name and Address of Employer

Constellation Lighting 2117 Tomball Parkway, Ste. 1121 Houston, TX

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Telephone No. ()

Supervisor's Name _____

Type of Business lighting

Your Position and Duties Office duties, customer data, scheduling meetings,

Filing, phones, ect...

Dates of Employment: From 1/14 To 10/15

How

Weekly Pay: Starting

12

Ending same

Reason for Leaving: My off / business slow

Name and Address of Employer

School

Catering

NWC, 10400 Hwywind Drive, Ste A, Houston, TX 77034

Telephone No. (832) 389-0045

Supervisor's Name Andrea

Type of Business

Your Position and Duties

Managed school lunch catering for 21 charter schools, vendors, create menus for different age groups ect..

Dates of Employment: From 3/11 To 11/13

Weekly Pay: Starting

850

Ending 13

Reason for Leaving: Commute when business relocated

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

JOB RELATED REFERENCES

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

Name: Mr. Steve Sessup

Telephone No. (713) 401. 8860

Address: 21125 Tomball Pkwy, Ste 114, Houston, TX 77070

Occupation: Project Manager

Relationship: Former Boss

Number of Years Acquainted: 2+

Name: Mrs. Vicki Lacy

Telephone No. (832) 585. 6879

Address: 21120 Hackamore Court, Porter, TX 77365

Occupation: V.P. RML Ventures

Relationship: Friend

Number of Years Acquainted: 10+

Name: Mr. David King

Telephone No. (881) 443. 9064

Address: 18933 Aldine Westfield, Houston, TX 77073

Occupation: V.P. Ops

Relationship: Former Boss

Number of Years Acquainted: 9

Please Read Carefully, Initial Each Paragraph and Sign Below

[Initials] 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.

[Initials] 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.

[Initials] 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.

[Initials] 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.

[Initials] 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 2-22-19

Cashier Test

Score / 15

b

1) A roll of quarters is worth?

- \$5.00
- \$10.00
- \$15.00
- \$20.00

a

2) A roll of dimes is worth?

- \$5.00
- \$4.00
- \$3.00
- \$2.00

d

3) A roll of nickels is worth?

- \$8.00
- \$6.00
- \$4.00
- \$2.00

a

4) A roll of pennies is worth?

- \$1.00
- \$0.75
- \$0.50
- \$0.25

c

5) What does POS stand for?

- Patience over standards
- Percentage of sales
- Point of sales
- People over service

6) What is the current sales tax rate in your city 18.25?

b

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

1.25
0.90
0.79

- \$4.06
- \$2.06
- \$7.06
- \$5.06

b

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

20.00
14.50
25.50
50

28.25

d

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- \$6.00
- \$8.00
- \$10.00
- \$12.00

a

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- \$78.50
- \$58.50
- \$38.50
- \$28.50

7.50
2.50
2.00
1.25
1.25
5.00
3.25
3.25
58.50

Cashier Test

Score / 15

a 11) Counterfeit pens should be used on which three denominations?
a) \$20, \$50, \$100
b) \$10, \$20, \$50
c) \$5, \$50, \$100
d) \$10, \$20, \$50

b 12) How many times should you count change when giving it to the customer?
a) one
b) two
c) three
d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Texas I.D. / Texas D.L.

15) How many \$20 bills are in a bank band? 15 in a band

Houston Department of Health and Human Services

Food Service Manager's Certification Program

Certifies That

LAUREL C. KANE

Has Satisfactorily Completed the Course of
Instruction Prescribed in Section 20.54, 55 & 63 of the
Houston City Code of Ordinances

in

Professional Food Sanitation and Service

Certificate Number

179434

Date Expires

02/11/2018



832-393-5100

Post in Public View

388A-017 Rev. 5/01



CITY OF HOUSTON
DEPARTMENT OF HEALTH AND HUMAN SERVICES
FOOD MANAGER'S CERTIFICATION PROGRAM

CERTIFIES THAT

KEEP THIS ID WITH YOU OR AVAILABLE
AT ALL TIMES WHILE ON DUTY

IDENTIFICATION

LAUREL C. KANE

HAS SATISFACTORILY COMPLETED THE COURSE OF
INSTRUCTION PRESCRIBED IN SECTION 20.54, 55 & 63 OF THE
HOUSTON CITY CODE OF ORDINANCES.

DATE OF BIRTH: 07/15/1966 SEX: F HEIGHT:
STUDENT ID: 000158224

Certificate Number

179434

Expires

02/11/2018

Certificate Number

179434

Expires

02/11/2018

- Separate certificate from top of page
- Post certificate in public view in place of employment
- Separate wallet Id from bottom of page
- Fold wallet Id in half along dotted line
- Keep wallet Id with you or available at all times while on duty

ATTN: LAUREL C. KANE
NORTHWEST CATERING SERVICES, INC.
16929 STATE HIGHWAY 249 STE A
HOUSTON, TX 77064

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Laurel Kane
Email: Laurel_kane@hotmail.com
Phone number: 832.908.2800

Working Experience:

Company Name: State Dining
Dates of Employment: 10.27.2016 - Present

Job Responsibility:

- Cashier
- Stocking
- Prepping
-

Company Name: Melanie Catering
Dates of Employment: 7.29.16 - Present

Job Responsibility:

- Catering Events
-
-
-

Company Name: Constellation Lighting
Dates of Employment: 1.16.14 - 10.16.15

Job Responsibility:

- Daily Office Duties
- Manage Client Data Base
- Phone
- Scheduling

Skills

- Admistrative
- Cashiering
- Light Prepping
- Adaptable

Laurel Kane

Houston TX • Cell: 832.908.2800 • E-mail • laurel_kane@hotmail.com

Professional Summary

Administrative support who goes above and beyond basic administrative task and takes on multiple projects at once. Excellent work ethic with a positive attitude. Capable of handling diverse workloads.

Skills

- Adaptable to multiple industries
- Daily office operations
- Administrative support
- Invoice posting
- Data Entry
- Critical thinker
- Microsoft Office software
- Office equipment
- Excellent customer service
- Works well under pressure
- Multitask capabilities
- Pleasant demeanor

Work History

Administrative Assistant 01/2014 to 10/2015

Constellation Lighting – Houston, TX

- Daily office operations for Project Manager
- Maintain customer data base in excel
- Posting invoices into accounting software
- Answer incoming calls and take messages
- Process mail/expense reports
- Purchasing office supplies

Assistant Manager 03/2011 to 10/2013

Northwest Catering - Houston, TX

- Oversaw daily operations for office staff of 4 and 60 plus servers
- Managed school lunch/breakfast program for 21 Charter Schools
- Maintained compliance with USDA & TDA guidelines
- Developed standard operating procedures for fleet of vans, inspections and permits
- Corresponded with all vendors and customers daily
- Created lunch/breakfast production records for meals daily

Office Assistant 03/2007 to 06/2009

Debbie Darol McCrossen, PE – Riverbank, CA

- Setup and maintained home office for traveling Professional Engineer specializing in the metal buildings industry
- Coordinated domestic travel arrangements, including booking hotel and transportation
- Prepare and update filing system for projects
- Process mail, run various errands
- Purchasing office supplies

Education

Medical Coding & Billing Certificate 06/2005
Montgomery College, Conroe, TX

Medicare CEU's 05/2005
University of Virginia, Charlottesville, VA