

# 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 Laurel Crystal Kane Date: 2.22.2017  
Home Telephone (832) 908.2800 Other Telephone (    )       
Present Address 15514 Meadows Village Dr, Houston, 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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>flex</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>	<u>flex</u>
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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Texas Education Agency	Austin, TX	Medical Coding	Yes
Montgomery College	Conroe, TX	Business	Yes
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: 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
Your Position and Duties	Dressing and food, making pizzas and any other items served that day. Cashiering - working "Snack Time".		
Dates of Employment	From 10/16 To Present	Weekly Pay	Hourly
Reason for Leaving	Still employed		
Name and Address of Employer	Melange Catering 6803 Wynwood Lane, Houston TX 77008		
Type of Business	Catering	Telephone No.	(713) 869-0066
Your Position and Duties	Dressing help set up, bus & break down events		
Dates of Employment	From 7/14 To Present	Weekly Pay	Hourly
Reason for Leaving	Still employed		
Name and Address of Employer	Constellation Lighting 2177 Tomball Parkway, Ste. 112 Houston, TX		

# Acrobat

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Type of Business lighting

Your Position and Duties

Office duties, customer data, scheduling meetings, filing, phones, ect...

Supervisor's Name \_\_\_\_\_

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

Weekly Pay: Starting

Ending

Reason for Leaving: my o/c / business slow

Name and Address of Employer

NWC, 10400 Darwin Drive, Ste A, Houston TX 77036

Type of Business School

Telephone No.

(832) 389-6045

Supervisor's Name

A. Kaya

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

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? If so, describe: \_\_\_\_\_

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 Jessup

Telephone No.

(713) 401-8860

Address: 21175 Tomball Pkwy, Ste 114, Houston, TX 77070

Occupation: Project Manager

Relationship: Former Boss

Number of Years Acquainted: 2+

Name: Mrs. Vicki Lucy

Telephone No.

(832) 585-6879

Address: 21620 Hackamore Court, Porter, TX 77365

Occupation: V.P. RML Ventures

Relationship: Friend

Number of Years Acquainted: 10+

Name: Mr. David King

Telephone No.

(281) 443-9064

Address: 18933 Aldine Westfield, Houston, TX 77073

Occupation: V.P. OPe

Relationship: Former Boss

Number of Years Acquainted: 9

Please Read Carefully, Initial Each Paragraph and Sign Below

JK 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.

JK 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.

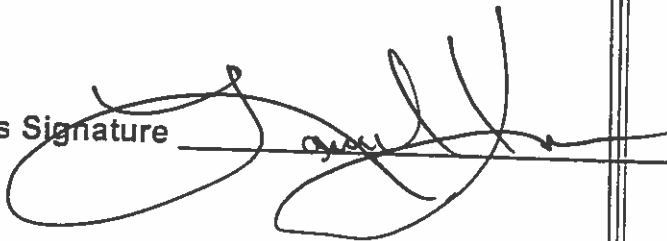
JK I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

JK 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.

JK 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?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

a 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

d 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

a 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

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

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?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

$$\begin{array}{r} 1.25 \\ + 0.90 \\ + 0.79 \\ \hline 2.94 \end{array}$$

$$\begin{array}{r} 10.00 \\ - 2.94 \\ \hline 7.06 \end{array}$$

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?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

$$\begin{array}{r} 20.00 \\ + 14.50 \\ \hline 34.50 \end{array}$$

14.50

$$\begin{array}{r} 50.00 \\ - 34.50 \\ \hline 15.50 \end{array}$$

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?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$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?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

$$\begin{array}{r} 7.50 \\ + 2.50 \\ + 5.00 \\ + 6.50 \\ \hline 21.50 \end{array}$$

**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?

which I know

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

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

Certificate Number

179434

Expires

02/11/2018

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

IDENTIFICATION

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

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

Printed: 02/15/2013



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outsourcing

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

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

## Working Experience:

Company Name: Snack-Dining  
Dates of Employment: 10.27.2016 - Present  
Job Responsibility:

- Cashier
- Stocking
- Draggings

Company Name: Hefanae 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

- Administrative
- Cashiering
- Light Prepping
- Adaptable



# Laurel Kane

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Houston TX • Cell: 832.908.2800 • E-mail • [laurel\\_ka@hotmail.com](mailto:laurel_ka@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