

# 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 Charles Jones Date: 2-22-17  
Home Telephone ( 713 ) 373-2115 Other Telephone ( ) \_\_\_\_\_  
Present Address 8515 Sandy Glen Hou TX 77071  
Permanent Address, if different from present address: same  
Email Address Ceester77@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Open Salary desired: Open  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
Arch staffing  
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? \_\_\_\_\_

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	open				open	open	open
PM	open					optional	optional

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? N/A  
Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_ No ☒ If yes, please state name and relationship  
N/A  
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.)

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?
Lamar H.S.	Hou Tx	12	
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: TABC & Food Handlers cer			

## 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 Arch Staffing 11211 Katy Freeway Hou Tx 77075

Type of Business Staffing Telephone No. (281) 631-5900 Supervisor's Name GABBY

Your Position and Duties Server Bartender prep cook misc positions

Dates of Employment: From 2015 To present Weekly Pay: Starting \$ Event pay Ending Event pay

Reason for Leaving: none

Name and Address of Employer Majesty Staffing 720 N Post Oak Hou Tx 77024

Type of Business Staffing Telephone No. (713) 682-1828 Supervisor's Name CHANDRA

Your Position and Duties Server Bartender Prep Cook Banquet Set up

Dates of Employment: From 2009 To 2014 Weekly Pay: Starting Event pay Ending Event pay

Reason for Leaving: Enlosed

Name and Address of Employer

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Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

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

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer Bowtie Services 2400 Augusta #532 Houtz

Type of Business Hospitality Telephone No. (713) 266-0026 Supervisor's Name Ms. Felkenyer

Your Position and Duties Server Bartender Prep Cook Banquet Setup  
Misc jobs

Dates of Employment: From 2013 To 2015

Weekly Pay: Starting event pay Ending event pay

Reason for Leaving: Seasonal

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 X

## JOB RELATED REFERENCES

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

Name: Andrew Hull Telephone No. (832) 955-8596

Address \_\_\_\_\_  
Occupation: mental health Relationship: Co. Worker Number of Years Acquainted: 15yrs

Name: Dax Telephone No. (832) 692-3517

Address \_\_\_\_\_  
Occupation: Glass Repair Relationship: Co. Worker Number of Years Acquainted: 15yrs

Name: Cori George Telephone No. (881) 748-8117

Address \_\_\_\_\_  
Occupation: Travel Agent Relationship: Co. Worker Number of Years Acquainted: 20yrs



**Please Read Carefully, Initial Each Paragraph and Sign Below**

C.J

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.

C.N

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.

C.J

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.

C.J

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.

C.J

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**

2-22-17

# Interview Note Sheet

Applicant Information	
Name: <u>Charles Jones</u>	Interviewer: <u>Griffin Long</u>
Date: <u>2/22/2017</u>	Rate of Pay: <u>12</u>
Position (s) Applied for: <u>Cook</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<u>Full-Time</u>
<u>Part-Time</u>

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><i>Total of <u>8</u> in Food Service/Hospitality</i></p> <p><u>- Cook</u></p> <p><u>- Bartender</u></p> <p><u>- Server</u></p>
P.O.S. Experience: <u>Y</u> / N details: _____

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> 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
Certifications (if any)
TIPS <u>Serv-Safe</u> LEAD      Other _____      Will Submit
Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only
Details:
Uniforms Owned:
<input checked="" type="checkbox"/> Bistro <input checked="" type="checkbox"/> Black Bistro <input checked="" type="checkbox"/> Tuxedo <input checked="" type="checkbox"/> 1/2 Tuxedo <input checked="" type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input checked="" type="checkbox"/> Chef Coat <input checked="" type="checkbox"/> Chef Pants <input checked="" type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie      Other: _____
Would you recommend this applicant for Acrobat Academy?      Convention Candidate?      Other Languages Spoken: