

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 Quarberta Nyawlingo Date: 4-27-2017
Home Telephone (832) 275-9404 Other Telephone ()
Present Address 10222 Forum West DR Apt #618 Houston TX 77036
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: Cooking Salary desired: 10.00 hr
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: Now To: until
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? ASAP

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	Open	Open	Open
PM	Close	Close	CC 11	CC 11	CC 11	CC 11	21 11

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

my Birthday June 3.

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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Your Hospitality Staffing Professionals

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?
Woodville High School	Woodville TX	4	Diploma
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES <input checked="" type="checkbox"/>	NO
Are you computer literate? If so, list software knowledge under "Special."		YES <input checked="" type="checkbox"/>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO <input checked="" type="checkbox"/>
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: Basic Computer Skills TBA and food handling			

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 Spring ISD Donna Houston TX
Type of Business ISD Telephone No. () Supervisor's Name N/A
Your Position and Duties nutritionist, cleaning, cooking, washing dishes

Dates of Employment: From 4-13 To 2-15 Weekly Pay: Starting 15.00^{hr} Ending 15.00^{hr}

Reason for Leaving: moved

Name and Address of Employer Joe's Crab Shack / North-45 Houston TX
Type of Business Host Telephone No. () Supervisor's Name N/A
Your Position and Duties greeter, Host / Part-time waiter

Dates of Employment: From 5-14 To 8-15 Weekly Pay: Starting 10.00^{hr} Ending 10.00^{hr}

Reason for Leaving: move

Name and Address of Employer At-Cleaning Services / Pearland area
Type of Business Cleaning Telephone No. (281) 788-2260 Supervisor's Name Marchelo Nyaulingo

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Your Hospitality Staffing Professionals

Your Position and Duties promoter, Sales

Dates of Employment: From 1-16 To now Weekly Pay: Starting 15.00 Ending 15.00

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: 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: Marchelo Nyawlingo Telephone No. (____) _____

Address Houston tx

Occupation: manager Relationship: _____ Number of Years Acquainted: 3 1/2 yr

Name: Caleb Smith Telephone No. (____) _____

Address Houston tx

Occupation: ex coworker Relationship: _____ Number of Years Acquainted: 5 yr

Name: John Paul Scott Telephone No. (____) _____

Address Houston tx

Occupation: ex coworker Relationship: _____ Number of Years Acquainted: 6 yr

Please Read Carefully, Initial Each Paragraph and Sign Below

Q.N

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.

Q.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.

Q.N

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.

Q.N

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.

Q.N

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

Quarbel Nyan

Date

4-27-2017

Quarbeth Scott

Houston, TX 77036

quarbethscott00@gmail.com - (409) 781-1647

832-275-9404

Service-oriented Host with 5 year background in any Type of Environment Core competencies include basic computer skills, data entry as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency. Authorized to work in the US for any employer

WORK EXPERIENCE

Promoter

A- Cleaning - Houston, TX - January 2016 to Present

- Demonstrate or explain products, methods, or services to persuade customers to purchase products or use services.
- Provide product samples, coupons, informational brochures, or other incentives to persuade people to buy products.
- Visit trade shows, stores, community organizations, or other venues to demonstrate products or services or to answer questions from potential customers.
- Inform customers of available options for advertisement artwork, and provide samples.
- Prepare promotional plans, sales literature, media kits, and sales contracts, using computer.
- Write copy as part of layout.

Host

Joe's Crab Shack - Houston, TX - May 2014 to September 2015

- Greet guests and seat them at tables or in waiting areas.
- Provide guests with menus.
- Assign patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seatings.
- Speak with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation.
- Answer telephone calls and respond to inquiries or transfer calls.
- Take and prepare to-go orders.
- Operate cash registers to accept payments for food and beverages.
- Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed.
- Assist with preparing and serving food and beverages.
- Plan parties or other special events and services.
- Perform marketing and advertising services.

Nutritionist specialties

Spring ISD - Houston, TX - April 2013 to February 2015

- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
- Manage projects or contribute to committee or team work.
- Prepare conference or event materials, such as flyers or invitations.
- Take dictation in shorthand or by machine and transcribe information.

SKILLS

Data Entry (2 years), Powerpoint (1 year), Computer Skills (4 years), Communication (5 years)

CERTIFICATIONS

Host

February 2015

Cook

January 2014

Costumer servies

March 2015

Font desk

April 2013

ADDITIONAL INFORMATION

Skills

- Customer and Personal Service
- Active Listening
- Speaking
- Service Orientation
- Social Perceptiveness
- Time Management
- Critical Thinking
- Active Learning
- Food Production experience

Interview Note Sheet

Applicant Information	
Name: <u>Coverbeter Lashen Scott</u>	Interviewer: <u>C. Kulle</u>
Date: <u>4/27/17</u>	Rate of Pay:
Position (s) Applied for: <u>Serving / Dishwashing / Food Prep</u>	Referred by: <u>online</u>

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
--

outgoing
 like to meet people
 interacting well with others

 prefer to ~~work~~ in the Houston area

Total of 1 1/2 in Food Service/Hospitality

P.O.S. Experience: Y / 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 <u>South West</u>

Certifications (if any)
TIPS <u>Serv-Safe</u> <u>will be</u> LEAD Other <u>TIPS</u> Will Submit

Availability
<input checked="" type="radio"/> 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 <u>Black Pants</u> <u>Non-Slip Shoes</u> Bow Tie Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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