

# Acrobat

outsourcing

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

First and Last Name: Whitley Hudson  
Email: whitley.Renee89@gmail.com  
Phone number: (346) 313-6658

## Working Experience:

Company Name: People Ready

Dates of Employment: 9/16 - present

Job Responsibility:

- General labor
- Customer service
- Clerical
- Housekeeping

Company Name: Asurion

Dates of Employment: 9/13 - 9/16

Job Responsibility:

- Customer service
- Telecommunications
- Data Entry
- 

Company Name: XEROX

Dates of Employment: 10/12 - 9/13

Job Responsibility:

- Telecommunications
- Customer Service
- Sales
- Data Entry

## Skills

- Customer service
- Cashier
- Housekeeping
-

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## 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 Whitley Hudson Date: 5/4/17  
Home Telephone (346) 313-0658 Other Telephone ( )  
Present Address 20707 STEWART CREST CYPRESS, TX 77433  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address whitleyrenes9@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  
Yes People Ready  
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 Kenny Johnson 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? 5/4/17

*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<br>AVAILABLE<br>DAILY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------------------------------|--------|--------|---------|-----------|----------|--------|----------|
| AM                                  | 6      | 6      | 6       | 6         | 6        | 6      | 8        |
| PM                                  | 11     | 11     | 11      | 11        | 11       | 11     | 11       |

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

N/A

### 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

Kenny Johnson Friend

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.) \_\_\_\_\_

## EDUCATION & SKILLS

| NAME OF SCHOOL   | CITY & STATE | GRADE OR DEGREE COMPLETED | DID YOU GRADUATE? |
|--|--------------|---------------------------|-------------------|
| Cy Springs   | CYPRESS, TX  | HIS Diploma               | 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: TABC license, 10+ yrs customer service and cashier experience   |              |                           |                   |

## 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 People Ready

Type of Business Temp Agency Telephone No. (713) 984-1771 Supervisor's Name Ms. Blanch

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

Dates of Employment: From 9/2016 To Present Weekly Pay: Starting \$9.00 Ending \$12.00

Reason for Leaving: Still employed

Name and Address of Employer Asurion

Type of Business call center Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Supervisor's Name Josh Williams

Your Position and Duties CSR Process Handset protection claims for Sprint customers

Dates of Employment: From 9/13 To 9/16 Weekly Pay: Starting \$8.50 Ending \$11.00

Reason for Leaving: end of campaign

Name and Address of Employer XEROX

Type of Business call center Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Supervisor's Name Janet Wilson

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Your Position and Duties CSR provided excellent customer service to Sun's Club members

Dates of Employment: From 10/12 To 9/13 Weekly Pay: Starting \$9.50 Ending \$13.50

Reason for Leaving: Maternity Leave

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: \_\_\_\_\_

## 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: Cynthia Lee Telephone No. (713) 447-1691

Address \_\_\_\_\_

Occupation: City of Houston Relationship: Supervisor Number of Years Acquainted: 10

Name: Trisha Caldwell Telephone No. (479) 228-1523

Address \_\_\_\_\_

Occupation: Server Relationship: Co Worker Number of Years Acquainted: 11

Name: Margilia Brown Telephone No. (346) 212-1637

Address \_\_\_\_\_

Occupation: Customer Service Rep Relationship: Co Worker Number of Years Acquainted: 12



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

WRH

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.

WRH

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.

WRH

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.

WRH

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.

WRH

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

Whitney R. Hender

Date

5/4/17

**Cashier Test**

Score **B** / 15

**Passed**

**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

**C** ✓ 3) A roll of nickels is worth?

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

**C** ✓ 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

**C** ✓ 6) What is the current sales tax rate in your city 8.25%?

**C** ✓ 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?

$$\begin{array}{r}
 1.25 \\
 + 0.90 \\
 \hline
 2.15 \\
 + 0.79 \\
 \hline
 2.94
 \end{array}$$

**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?

$$\begin{array}{r}
 10.50 \quad 7.25 \\
 \times 2 \quad \times 2 \\
 \hline
 21.00 \quad 14.50 \\
 + 21.00 \\
 \hline
 35.50
 \end{array}$$

**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?

$$\begin{array}{r}
 3.75 \quad 12.00 \\
 + 4.25 \quad - 8.00 \\
 \hline
 8.00 \quad 12.00
 \end{array}$$

**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

$$\begin{array}{r}
 3.75 \quad 1.25 \quad 2.50 \quad 3.25 \\
 \times 2 \quad \times 2 \quad \times 2 \quad \times 2 \\
 \hline
 7.50 \quad 2.50 \quad 5.00 \quad 6.50 \\
 + 7.50 \\
 \hline
 20.50
 \end{array}$$

**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

A

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?

State issued ID / DL license

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

1,000

## Interview Note Sheet

### Applicant Information

|   |                               |
|---|-------------------------------|
| Name: <u>Whitney Hudson</u>                       | Interviewer: <u>Shelly</u>    |
| Date: <u>5/4/17</u>                               | Rate of Pay: <u>\$10 - 11</u> |
| Position (s) Applied for: <u>Server / Cashier</u> | Referred by:                  |

### 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

Total of \_\_\_\_\_ in Food Service/Hospitality

- ✗ POS System experience
- ✗ Worked with long and high volume productions.
- ✗ Responsive
- ✗ Person friendly and take pride on her work

P.O.S. Experience:  Y /  N details: \_\_\_\_\_

### Transportation

Car       Public Transit       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>Houston</u> |

### Certifications (if any)

TiPS       Serv-Safe       LEAD       Other \_\_\_\_\_       Will Submit

### Availability

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 | Black Pants  | Non-Slip Shoes | Bow Tie        |
|           |              |        | Other: _____ |                |                |

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: