

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

Name: Quinton Hornbuckle

Taborca ID: 40159

Date of Hire: 5/9/17

Date of Re-Act: 4/21/19

5/2023

9/23

New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check (Asurint)
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re Act onboarding if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option and take steps to Re Act any old pay options still current
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it



## Employment Application

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 Quinton D. Hornbuckle Date: 4-29-19  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (214) 995-7561  
Present Address 2320 N. MacArthur Blvd.  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address q.hornbuckle@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Cook Salary desired: 14.00

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 \_\_\_\_\_ 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	X	OPEN	OPEN	OPEN	X	X	X
PM	X	OPEN	OPEN	OPEN	X	X	X

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

**Submission Date** 04-26-2017 05:26:36

**First Name**

Quinton

**Last Name**

Hornbuckle

**E-mail Address**

q.hornbuckle@yahoo.com

**Phone**

9724130804

**Address**

2320 N.MacArthur Blvd. #1148

**Unit or Number**

1148

**City, State**

Irving

**Zip Code**

75062

**What region(s) are you applying to work within?**

- Dallas

**Which position(s) are you applying for?**

- Cook
- Busser
- Dishwasher

**Are you applying for:**

- Full-Time

**When can you start?**

 Monday, May 01, 2017

**Can you work overtime?**

Yes

**How did you hear about us?**

- Google

**What days/times can you work? Select all that apply:**

- Monday AM
- Tuesday AM
- Wednesday AM
- Thursday AM
- Friday AM
- Saturday AM

- Sunday AM

**Have you ever applied to or worked for Acrobat before?**

No

**If hired, would you have reliable means of transportation to and from work?**

Yes

**If hired, can you present evidence of your legal right to live and work in this country?**

Yes

**Are you able to perform the essential functions of the job for which you are applying?**

Yes

**Name of School**

North Lake Community College

**City & State**

Irving,Tx

**Grade/Degree**

Associates

**Graduated?**

No

**Do you have any special licenses? (If so, label under "Special")**

No

**Are you computer literate? (If so, label which programs under "Special")**

Yes

**Are you proficient with Point of Sale systems? (If so, label which under "Special")**

No

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

No

**Are you currently employed?**

No

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

AT&T Stadium

**Type of Business**

Event Center/Stadium

**Phone Number**

9728030954

**Your Position & Duties**

Cook/Dishwasher

**Date of Employment (from/to):**

Sept. /Jan.

**Weekly Pay (Starting/Ending):**

11.00/12.00

**Reason for Leaving**

Season ended

**Still Employed:**

Yes

**First Name**

Kevin

**Last Name**

Carter

**E-mail Address**

KCarter73@yahoo.com

**Phone**

2145543364

**Relationship:**

Supervisor

**Years Acquainted:**

10

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)


**I hereby acknowledge that I have read and understand the above statements.**

- (Checked box indicates acknowledgement)

**Applicant Digital Signature (Type Name):**

Quinton D. Hornbuckle

**Date:**

 Wednesday, April 26, 2017

**Please Attach Resume Below**

[Quintonsresume1.pdf](#)

# Interview Note Sheet

Applicant Information	
Name: <u>Quinton Hornbuckle</u>	Interviewer: <u>J. Wilks</u>
Date: <u>5-9-17</u>	Rate of Pay:
Position (s) Applied for: <u>Dish / Cook</u>	Referred by: <u>Terrence Washington</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

## Relevant Experience & Summary of Strengths

prep cook

Total of \_\_\_\_\_ in Food Service

anything after 5p

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

## Transportation

☒ Car

☐ Public Transit

☐ Carpool ( Rider / Driver )

## Regions Available to work:

☐ Dallas

☐ Plano

☒ Irving

☐ Fort Worth

## Certifications (if any)

☐ TiPS

☐ Serv-Safe

☐ LEAD

Other \_\_\_\_\_

☐ Will Submit

## Availability

☐ Open

☐ AM only

☐ PM only

☐ Weekdays only

☐ Weekends only

Details: PM

## 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: