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

First and Last Name: Afusat Shittabeu
Email: A.Shittabeu@gmail.com
Phone number: 832-970-8954

Working Experience:

Company Name: Integrated Home Healthcare Inc.
Dates of Employment: 7/15 - 2/17

Job Responsibility:

- Provided individualized home care for each client
- Entered information into Excel
- Transcribed phone messages for owner and managed emails and fax
-

Company Name: Adonai Healthcare Services
Dates of Employment: 12/12 - 11/14

Job Responsibility:

- Greet and check in patients, and collect personal, medical, and insurance
- Scheduled, rescheduled and verify patient appointments.
-

Company Name: NCS
Dates of Employment: 10/11 - 9/12

Job Responsibility:

- Answered on average 100 calls per day
- Ensured superior customer service
-

Skills

- Fast learner
- Strong communication skills
- Good customer service background
-

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Employment Application

816-501-9057

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 Atusat Shittabey Date: 5/11/2017
Home Telephone (832) 970-8954 Other Telephone ()
Present Address 1315 Missouri Dr. Missouri City, TX 77489
Permanent Address, if different from present address: _____
Email Address a.shittabey@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: 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? 5/11/2017

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>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>
PM	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>

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 ☐

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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?
Hastings H.S.	Houston, TX	Diploma	yes
Texas Southern Univ.	Houston, TX	NO	NO
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: Food Handler Certificate			

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: Integrated Home Healthcare Inc.

Type of Business: Healthcare

Your Position and Duties: Office Clerk

Telephone No.: 713-211-5599

Supervisor's Name: Veronica B.

Dates of Employment: From 7/15 To 2/17

Reason for Leaving: personal

Weekly Pay: Starting 8.10/hr Ending 10/hr

Name and Address of Employer: Adonai Healthcare Services

Type of Business: Healthcare

Your Position and Duties: Receptionist

Telephone No.: 832-330-0730

Supervisor's Name: Ema Conner

Dates of Employment: From 12/12 To 11/14

Reason for Leaving: School

Weekly Pay: Starting 9.00/hr Ending 11.00/hr

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Type of Business Contract

Your Position and Duties

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Telephone No. 832 432 3200

Supervisor's Name

Kevin Johnson

Dates of Employment: From 4/11 To 9/12

Weekly Pay: Starting

9.00/hr

Ending

9.50/hr

Reason for Leaving: maternity

Name and Address of Employer

Type of Business

Your Position and Duties

Telephone No. ()

Supervisor's Name

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?
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: Veronica Beckas

Address: 12074 Wellington Park Dr

Telephone No. 713 271-9999
Houston, TX 77074

Occupation: Office Mgr.

Relationship: Former Supervisor

Number of Years Acquainted: 2

Name: Erin Conkert

Address: 8305 SW. Hwy. Houston, TX

Telephone No. (832) 330-6734
77072

Occupation: Director

Relationship: Former Mgr.

Number of Years Acquainted: 4

Name: Misty Tolman

Address: 3100 Hughes Rd

Telephone No. (432) 4535-0235
Houston, TX 77082

Occupation: Customer Service Rep.

Relationship: Former Employee

Number of Years Acquainted: 9

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Please Read Carefully, Initial Each Paragraph and Sign Below

AS

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.

AS

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.

AS

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.

AS

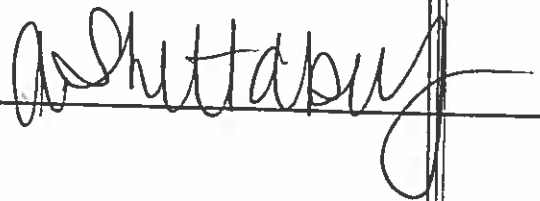
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

AS

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

5/11/17