

## 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 Brittany Lyons Date: 02-19-2019  
Home Telephone (832) 212-9934 Other Telephone ( ) \_\_\_\_\_  
Present Address 5313 Higgins  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address britt2718@gmail.com

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: \$10.00 and up

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? 2-20-19

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>6-8</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>
PM	<u>2pm</u>	<u>2pm</u>	<u>2pm</u>	<u>2pm</u>	<u>2pm</u>	<u>2pm</u>	<u>2pm</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? 2017

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 \_\_\_\_\_

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 any and all Fair Chance Ordinances, 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?
Second Chance Tech	Houston, TX	12th	YES
Stepling High School	Houston, TX	12th	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:			

### 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 Macys Distribution Center 2103 Ernestine St

Type of Business Warehouse Telephone No. (713) 924-3160 Supervisor's Name Jerrey

Your Position and Duties Warehouse Ass. Trainer

pack and unpack shoes, allocate them, find IYN etc.

Dates of Employment: From 7-15-18 To 1-10-19

Reason for Leaving: Seasonal Job

Name and Address of Employer AI Security - 6522 Glenn Lakes.

Type of Business Security Company Telephone No. (346) 277-4355 Supervisor's Name Reggie Jones

Your Position and Duties Security Officer

Secure Buildings, Lock doors, Make Employees sign in and out.

Dates of Employment: From 1-14-18 To 12-1-18

Reason for Leaving: Not Enough Hours

Name and Address of Employer Blackhawk Security 2600 Southwest Pwy.

Type of Business Security Company Telephone No. (113) 526-7475 Supervisor's Name Orlenda Blackshea

Your Position and Duties Security Officer

Make employees sign in and out, secure buildings, lock gates etc.



Dates of Employment: From 8-17-17 To 1-1-18

Reason for Leaving: No more work for company Family Emergency.

Name and Address of Employer TMD - 8530 D. Gulf Pwy.

Type of Business Temp. Agency Telephone No. (113) 264-6830 Supervisor's Name Sonya

Your Position and Duties Cleaner, Warehouse, Schools.  
cook, clean, warehouse work, look doors. etc.

Dates of Employment: From 1-20-17 To still active

Reason for Leaving: still there just slow.

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: Fovonda Austin Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: Security Officer Relationship: Work Employee Number of Years Acquainted: 2 years

Name: Glady's Hawkins Telephone No. (832) 818-5545

Address \_\_\_\_\_

Occupation: Nurse Ass. Relationship: Friend Number of Years Acquainted: 12 years

Name: Lawnyshia Mosby Telephone No. (832) 537-5099

Address 2802 Webster.

Occupation: Security Officer Relationship: Friend Number of Years Acquainted: 20 years



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

☒ 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.

☒ 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.

☒ 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.

☒ 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.

☒ 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**

*Brett Bay Pears*

**Date**

*2-19-19*

# BRITTANY M RYANS

- (832) 310-0726
- [britt2718@gmail.com](mailto:britt2718@gmail.com)

FLD Staffing Company, Texas  
Packers

## Summary of Qualifications

2 year of experience as a security officer and 8 years in Customer Service

## Work History

- Prepared and assembled parts for the assembly line
- Inspected parts to ensure they met quality
- Able to read and understand documents for various job orders, operating instructions and events

## Macy's Distribution, Texas Packaging and Shipping Clerk

Jul 17, 2018 - Jan 08, 2019

- Ensure that items are packed in a safe manner by using packing materials
- Make sure that packed cartons are sealed and labeled appropriately
- Operate Pallet Jack in order to transport packed items to the shipping pallet
- Assist in loading packed items onto delivery trucks and make sure that they are stacked properly
- Ensure that all work areas are clean and maintained at all times
- Provide information of each shipment to the supervisor and at the delivery point

Jan 10, 2019 - Aug 14, 2018

- Started as a security officer at the company
  - Assisted in the security of the company
- ## A1 Securities, Texas Security Officer

Dec 18, 2017 - Aug 14, 2018

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.