

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 Jasmanique Mitchell Date: October 5, 2017
 Home Telephone () _____ Other Telephone (281) 896-1150
 Present Address 10996 Highland Meadow Village Drive Houston, TX 77089
 Permanent Address, if different from present address: 1901 Isabella St Houston, TX 77004
 Email Address Jazzmitch65@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server, Host, Cashier Salary desired: \$9.00
 Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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 Tanashia Mitchell 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? October 5, 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							
PM	<u>2pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</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

Tanashia Mitchell

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) _____

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EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Dobie High School	Houston, Tx	Diploma	Yes
San Jacinto College	Houston, Tx	2 Semesters	No
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES YES	NO NO
Are you computer literate? If so, list software knowledge under "Special."		YES YES	NO NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES YES	NO 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 YES	NO NO
Special: TBAC			

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 M. D. Anderson 1515 Holcombe Blvd
 Type of Business Housekeeping Telephone No. 713, 722-2111 Supervisor's Name n/a
 Your Position and Duties Housekeeping

Dates of Employment: From Sep 2014 to Nov 2014 Weekly Pay: Starting \$7.25 Ending \$7.25

Reason for Leaving College Related

Name and Address of Employer Wal-Mart 2727 Dunvale Houston, tx 77018
 Type of Business Retail Telephone No. 713, 477-2099 Supervisor's Name n/a
 Your Position and Duties Electronic Associate

Dates of Employment: From Nov 2013 to Dec 2013 Weekly Pay: Starting \$9.00 Ending \$9.00

Reason for Leaving Seasonal

Name and Address of Employer Whataburger
 Type of Business Fast Food Telephone No. 281, 648-1119 Supervisor's Name n/a
 Your Position and Duties Cashier

Dates of Employment: From Jan 2012 to Apr 2013 Weekly Pay: Starting \$9.00 Ending \$9.00

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

J. Mitchell

Date

October 5, 2017

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Reason for Leaving: School Related

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: Lisa Hampton Telephone No. 281 573-8134

Address: 3560 Gulf freeway 77071 Houston, TX

Occupation: Manager Relationship: Associate Number of Years Acquainted: 6

Name: Kelli Jackson Telephone No. (281) 728-2608

Address: 6100 Fannin St Houston, TX 77036

Occupation: Sponsor Relationship: Sponsor Number of Years Acquainted: 3

Name: Eugene Washington Telephone No. 281 313-9007

Address: N/A

Occupation: Cook Relationship: Associate Number of Years Acquainted: 2