

# 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 Aaleya Lawson Date: 10/05/17  
 Home Telephone (817) 521-1144 Other Telephone ( ) \_\_\_\_\_  
 Present Address 13725 Cambury Dr. #307  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address aleya1813@gmail.com

### EMPLOYMENT DESIRED

Position applying for: housekeeping/serve 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 Jolisa Pappa 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? 10/06/17

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 AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	8a	7a	7a	7a	7a	7a	7a
PM	5p	5p	5p	5p	5p	5p	5p

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 \_\_\_\_\_

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?
Waller High	Waller, TX	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."			
Are you computer literate? If so, list software knowledge under "Special."		YES <u>YES</u>	NO <u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES <u>YES</u>	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 <u>NO</u>
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 Vemax Healthcare Inc 10715 Valleyhill/scr

Type of Business home health Telephone No. (713) 751 0016 Supervisor's Name Shantene

Your Position and Duties Caregiver, laundry, light house keeping, food prep, med aide, toileting, bathing.

Dates of Employment: From 05/17 To 08/17 bi-Weekly Pay: Starting 8.25 Ending

Reason for Leaving: low pay wage

Name and Address of Employer Taco Cabana

Type of Business food Telephone No. (281) 251 4325 Supervisor's Name Will

Your Position and Duties CASHIER, collect orders, collect payment, drink prep (munchies), grill cook, line worker

Dates of Employment: From 09/16 To 03/17 Weekly Pay: Starting 8.75 Ending

Reason for Leaving: Relocation

Name and Address of Employer TEK performance

Type of Business call center Telephone No. ( ) Supervisor's Name Lataisha

Your Position and Duties answer phones, resolve customer issues, inbound

Dates of Employment: From 12/15 To 05/16 bi-Weekly Pay: Starting 9.00 Ending

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Reason for Leaving:

Relocation

Name and Address of Employer

Girling

Type of Business

home health

Telephone No.

(713) 314-2618

Supervisor's Name

Gloria

Your Position and Duties

Caregiver

Dates of Employment: From

06/17

To

present

Weekly Pay: Starting

8.25

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?

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:

Jolisa Parra

Telephone No.

(346) 717-1145

Address

Occupation:

Relationship:

coworker

Number of Years Acquainted:

5

Name:

Keanna Lawson

Telephone No.

(832) 689-8074

Address

Occupation:

Relationship:

friend

Number of Years Acquainted:

10

Name:

Jaquiel London

Telephone No.

(979) 525 3901

Address

Occupation:

Relationship:

friend

Number of Years Acquainted:

7

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

AL

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.

AL

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.

AL

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.

AL

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.

AL

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

Aaleyah Janson

Date

10/05/17

## Interview Note Sheet

Applicant Information	
Name: <u>Alejo</u>	Interviewer: <u>Connie</u>
Date:	Rate of Pay:
Position (s) Applied for: <u>FSW, Grill Cook</u>	Referred by: <u>Jolisa Parra</u>

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><b>Total of <u>4</u> in Food Service/Hospitality</b></p> <p><u>Team work</u></p> <p><u>Great work ethic</u></p> <p><u>enjoy working food &amp; people</u></p>
P.O.S. Experience: Y / N details: _____

Transportation
Car <u>Public Transit</u> 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>N</u>

Certifications (if any)
TIPS <u>Serv-Safe</u> LEAD      Other <u>TABC</u> Will Submit

Availability
Open      AM only      PM only      Weekdays only      Weekends only
Details: <u>work until 7pm only</u>

Uniforms Owned:		
Bistro      Black Bistro      Tuxedo      1/2 Tuxedo <u>Black Vest</u> <u>Long Black Tie</u> Chef Coat      Chef Pants      Knives <u>Black Pants</u> <u>Non-Slip Shoes</u> Bow Tie      Other: _____		
Would you recommend this applicant for Acrobat ny?	Convention Candidate?	Other Languages Spoken: