

## 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 Aleyah 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 leyah1813@gmail.com

### EMPLOYMENT DESIRED

Position applying for: housekeeping/server 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 Parra 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.) \_\_\_\_\_

**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".		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 Vemax Healthcare Inc. 10715 Valleyhill/scr

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

Your Position and Duties Caregiver, laundry, light house keeping, food prep, med aide, to bathing, 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 (alcoholic), GRILL WORK, 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 Tele performance

Type of Business Call center Telephone No. ( ) Supervisor's Name Latasha

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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outsourcing  
Your Hospitality Staffing Professionals

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 Dec 17 To UNPENT 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: Kearna Lawson Telephone No. (832) 689-8074

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: friend Number of Years Acquainted: 10

Name: Jaguel London Telephone No. (979) 525 3901

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: friend Number of Years Acquainted: 7

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

A 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.

A 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.

A 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.

A 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.

A 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>Aleyan</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

Total of 4 in Food Service/Hospitality

Team work

Great work ethic

enjoy working food & people

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

### Transportation

Car

Public Transit

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

N

### Certifications (If any)

TiPS

Serv-Safe

LEAD

Other

TAB C

Will Submit

### Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details

work until 7pm only

### 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: \_\_\_\_\_

Do you recommend this applicant for Acrobat  
my?

Convention Candidate?

Other Languages Spoken: