

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 Antavia Creag Date: 10/6/17
 Home Telephone (832) 318 0785 Other Telephone () _____
 Present Address 7314 Gore Dr. 77016
 Permanent Address, if different from present address: _____
 Email Address Jay.Tr150@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____

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 Poland Burton 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? as soon as possible

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	open	open	open	open	open	open	open
PM	open	open	open	open	open	open	open

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?
Houston Can	Houston Texas	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> NO
Special: non-commissioned security			

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 9441 Jensen Dr. 77093 / McDonalds
 Type of Business fast food Telephone No. (713) 694 5226 Supervisor's Name Susie
 Your Position and Duties Cashier

Dates of Employment: From 4/15 To 6/17 Weekly Pay: Starting 7.25 Ending 8.25
 Reason for Leaving I moved

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 _____

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 _____

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Reason for Leaving: _____

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: Kimberly Stepney Telephone No. (832) 894 2925

Address 7314 Gore Dr.

Occupation: mother in law Relationship: _____ Number of Years Acquainted: 34 years

Name: Monessia Hawkins Telephone No. (281) 989 0919

Address 7373 N Wayside Dr.

Occupation: _____ Relationship: mother Number of Years Acquainted: 20 years

Name: Devondra Stephens Telephone No. (832) 445 2603

Address 12415 Garden Gate Ln 77044

Occupation: _____ Relationship: Brother Number of Years Acquainted: 20 years

Please Read Carefully, Initial Each Paragraph and Sign Below

A.C. 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.C. 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.C. 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.C. 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.C. 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

Cristina Cruz

Date

10/6/17

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

First and Last Name: Antavia Creag
Email: Jay Jr130@gmail.com
Phone number: 832 318 0785

Working Experience:

Company Name: McDonalds
Dates of Employment: 4/15 - 6/17
Job Responsibility:

- Cashier
- Bagging food
- making sure my area is clean
- making sure my crew was doing their job.

Company Name: CSC
Dates of Employment: 9/10/17

Job Responsibility:

- Parking cars
- making sure everyone is safe crossing the street.
- making sure intoxicated people are safe.
- Being aware of my surroundings.

Company Name: _____
Dates of Employment: _____

Job Responsibility:

-
-
-
-

Skills

- a little spanish
- my typing speed is fast
-
-

Cashier Test

Score / 15

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

C

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

B

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city 8.25?

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change s you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

$$\begin{array}{r} 1.25 \\ + 0.90 \\ + 0.79 \\ \hline 2.94 \end{array}$$

$$\begin{array}{r} 10.00 \\ - 2.94 \\ \hline 7.06 \end{array}$$

B

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change sho you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

$$\begin{array}{r} 10.50 \quad 23.00 \\ \times 2 \quad 14.50 \\ \hline 23.00 \quad 37.50 \end{array}$$

$$\begin{array}{r} 7.25 \\ \times 2 \\ \hline 14.50 \end{array}$$

$$\begin{array}{r} 50.00 \\ - 37.50 \\ \hline 12.50 \end{array}$$

$$\begin{array}{r} 23.00 \\ + 14.50 \\ \hline 37.50 \end{array}$$

$$\begin{array}{r} 50.00 \\ - 37.50 \\ \hline 12.50 \end{array}$$

D

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

$$\begin{array}{r} 3.75 \\ + 4.25 \\ \hline 8.00 \end{array}$$

A

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas a \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

$$\begin{array}{r} 3.75 \\ \times 2 \\ \hline 7.50 \end{array}$$

$$\begin{array}{r} 2.50 \\ \times 2 \\ \hline 5.00 \end{array}$$

$$\begin{array}{r} 7.50 \\ + 12.50 \\ + 5.00 \\ + 6.50 \\ \hline 21.50 \end{array}$$

$$\begin{array}{r} 100.00 \\ - 21.50 \\ \hline 78.50 \end{array}$$

$$\begin{array}{r} 3.25 \\ + 3.25 \\ \hline 6.50 \end{array}$$

Cashier Test

Score / 15

- A 11) Counterfeit pens should be used on which three denominations?
- a) \$20, \$50, \$100
 - b) \$10, \$20, \$50
 - c) \$5, \$50, \$100
 - d) \$10, \$20, \$50
- B 12) How many times should you count change when giving it to the customer?
- a) one
 - b) two
 - c) three
 - d) no need to count

Question & Answer:

- 13) What is the minimum age for legal alcohol purchases? 21 and older
- 14) What are the acceptable forms of ID for alcohol purchases? a State Id
- 15) How many \$20 bills are in a bank band? 100

Interview Note Sheet

Applicant Information	
Name: <u>Antonia Greay</u>	Interviewer: <u>Camille</u>
Date:	Rate of Pay:
Position (s) Applied for: <u>Cooking, FSIW</u>	Referred by: <u>Roland Burton</u>

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

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

Total of 3 in Food Service/Hospitality

Determined work
Open to learning new things
Love working and meeting new 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

NE

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: Mon - Sat

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: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: