

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 Stephanie Lashay Reddix Date: Oct. 6, 2017
 Home Telephone (832) 902-1377 Other Telephone ()
 Present Address 10950 Briar Forest Drive, Houston TX 77042
 Permanent Address, if different from present address: _____
 Email Address reddix.stephanie@yahoo.com

EMPLOYMENT DESIRED

Housekeeping
 Position applying for: Server, line Server, Prep Cook Salary desired: 10-12
 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 DeShanna Chapman 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? Oct. 9, 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							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

No

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?
Everest Institute	Houston TX	GED	Yes
Louisiana Technical College Shreveport LA		Medical Assistant	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		<u>YES</u>	NO
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<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."		<u>YES</u>	NO

Special:

TABC Certificate & Experience working with hospitality Staffing

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 Serenity Outpatient Clinic

Type of Business Medical Telephone No. () Supervisor's Name Flora Uchea

Your Position and Duties Administrative Assistant — patient Intake procedures, Insurance verification, billing, maintaining files

Dates of Employment: From March 2017 To Present Weekly Pay: Starting 400 Ending 400

Reason for Leaving Still employed

Name and Address of Employer Rosenberg CMHC - Community Health Center

Type of Business Medical Telephone No. () Supervisor's Name Lynette Sumlin

Your Position and Duties Med Tech — administrative work, food prep, vital signs, intake procedures

Dates of Employment: From Oct 2012 To May 2015 Weekly Pay: Starting 600 Ending 600

Reason for Leaving Company Closed

Name and Address of Employer Xclusive Staffing - Richmond Ave., Houston TX

Type of Business Staffing Telephone No. 713, 782-1422 Supervisor's Name

Your Position and Duties Banquet Server, Prep cook, house keeping Dishwasher

Dates of Employment: From Feb. 2013 To May 2013 Weekly Pay: Starting 350 Ending 350

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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: 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: Lisa Blanson Telephone No. (832) 670-4789

Address Houston, TX

Occupation: Office Manager Relationship: Previous Manager Number of Years Acquainted: 10

Name: Torrland Sumlin Telephone No. (832) 910-3538

Address Missouri City TX

Occupation: Med Tech Relationship: Co Worker Number of Years Acquainted: 5

Name: Flora Uchea Telephone No. (281) 506-7007

Address Houston, TX

Occupation: CEO/Nurse Relationship: Supervisor Number of Years Acquainted 1

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Please Read Carefully, Initial Each Paragraph and Sign Below

Sf

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.

Sf

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.

Sf

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.

Sf

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.

Sf

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

S. Galli

Date

10/6/17

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Stephanie Reddix
Email: reddix.stephanie@yahoo.com
Phone number: 832-902-1377

Working Experience:

Company Name: Serenity Outpatient Clinic
Dates of Employment: 3/2017 - Present
Job Responsibility:

- Administrative duties
- Intake procedures
- Food Prep & Serving
- Vital Signs

Company Name: Rosenberg Community Health Center
Dates of Employment: 10/2012 - 5/2015
Job Responsibility:

- Administrative duties
- Patient Intake procedures
- Food prep, serving & cleaning
- Maintaining charts

Company Name: Exclusive Staffing
Dates of Employment: 2/2013 - 5/2013
Job Responsibility:

- Banquet Serving
- Housekeeping / Dish Washer
- Cashier
-

Skills

- Administrative
- Cashier
- Customer Service
-

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

C

- 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service

8.25% 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 should you give back?
a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06

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

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 should you give back?
a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50

$$\begin{array}{r} 10.50 \\ + 10.50 \\ \hline 21.00 \end{array}$$

$$\begin{array}{r} 7.25 \\ + 7.25 \\ \hline 14.50 \end{array}$$

$$\begin{array}{r} 21.00 \\ + 14.50 \\ \hline 35.50 \end{array}$$

$$\begin{array}{r} 50.00 \\ - 35.50 \\ \hline 14.50 \end{array}$$

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 at \$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

$$\begin{array}{r} 3.75 \\ + 3.75 \\ \hline 7.50 \end{array}$$

$$\begin{array}{r} 2.50 \\ + 2.50 \\ \hline 5.00 \end{array}$$

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

$$\begin{array}{r} 12.50 \\ + 12.50 \\ \hline 25.00 \end{array}$$

$$\begin{array}{r} 14.00 \\ + 7.50 \\ \hline 21.50 \end{array}$$

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

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 ~~D~~

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

14) What are the acceptable forms of ID for alcohol purchases? _____

State ID, DL

15) How many \$20 bills are in a bank band? _____

100

Interview Note Sheet

Applicant Information	
Name: <u>Stephanie Reddy</u>	Interviewer: <u>Chenille</u>
Date: <u>10/6/17</u>	Rate of Pay: _____
Position (s) Applied for: <u>Housekeeping, Server, Prep cook</u>	Referred by: <u>DeShonika Chapman</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
<p style="text-align: right;">Total of <u>1</u> in Food Service/Hospitality</p> <p style="font-size: 1.2em;">Dedicated great worker Reliable</p>

P.O.S. Experience: Y / N details: _____

Transportation:		
<u>Car</u>	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	<u>SW</u>	

Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other _____	Will Submit

Availability				
Open	AM only	PM only	<u>Weekdays only</u>	Weekends only
Details: <u>Mon - Fri first of second shift</u>				

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: