

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 Leonard Grant Date: 12/06/2017
Home Telephone (214) 388 1577 Other Telephone (214) 436 9123
Present Address 5131 Breakwood Dr
Permanent Address, if different from present address: _____
Email Address lc.grant48@gmail.com

EMPLOYMENT DESIRED

Position applying for: warehouse, dishwasher or open Salary desired: \$11.50
Are you currently registered with any staffing and/or employment agencies? If so, please list
yes, on track
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 Michael S. Jones 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? 12/07/2017

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	<u>OPEN</u>						
PM	<u>CLOSED</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
Michael S. Jones / Father
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 ☐

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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?
Windham School District	Hutchins, TX	G.E.D.	Yes
Texas Barber College	Dallas, TX	Hairstylist	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: Hairstylist, order picking, pulling, shipping/Receive and general warehouse			

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 Act Event Services (Fair park)

Type of Business Sanitation Telephone No. () Supervisor's Name

Your Position and Duties empty all trash bends around / in the fair park

Dates of Employment: From 09'16 To 10'16 Weekly Pay: Starting \$8.50 Ending \$8.50

Reason for Leaving: Seasonal

Name and Address of Employer Cattfish Floyd's 710 Ann Arbor

Type of Business Food place Telephone No. (214) 375 3736 Supervisor's Name Tony

Your Position and Duties help prep food for the cook, serve on the line and clean all dishes/areas

Dates of Employment: From 09'17 To 10'17 Weekly Pay: Starting \$7.25 Ending \$7.25

Reason for Leaving: Seasonal

Name and Address of Employer Apple Staffing

Type of Business Assembly line Telephone No. (972) 259 5566 Supervisor's Name Joe Garcia

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Your Position and Duties Help prep food the the airline and general warehouse
clean up

Dates of Employment: From 08'15 To 09'15 Weekly Pay: Starting \$9.00 Ending \$9.00

Reason for Leaving: lost transportation

Name and Address of Employer Select Staffing

Type of Business warehouse Telephone No. () N/A Supervisor's Name Mayra

Your Position and Duties unloading trucks

Dates of Employment: From 10'14 To 03'15 Weekly Pay: Starting \$10.00 Ending \$10.00

Reason for Leaving: they moved out of the area

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?
If so, describe: _____

Yes ☐ No ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Cedric Johnson Telephone No. (682) 459 1820

Address 630 Edgeglen Dr.

Occupation: Unknown Relationship: Former Boss/Friend Number of Years Acquainted: 10+

Name: Amber Carr Telephone No. (214) 779 7254

Address 936 Gross Rd. #821

Occupation: Customer Service Rep Relationship: Former Co-Worker Number of Years Acquainted: 3 1/2

Name: _____ Telephone No. () _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

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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.

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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.

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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.

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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.

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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 Leonard Grant

Date 12/06/2017