

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 Lance Johnson Date: 3/22/18
 Home Telephone (708) 921 0528 Other Telephone () _____
 Present Address 3015 greenridge Dr, Apt 30 Houston TX 77057
 Permanent Address, if different from present address: _____
 Email Address lance.m.johnson@outlook.com

EMPLOYMENT DESIRED

Position applying for: Cashiering Salary desired: Negotiable
 Are you currently registered with any staffing and/or employment agencies? If so, please list
resource staffing
 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 _____ 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? _____

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				9am	9am		
PM	4p	4p	4p	9pm	9pm	4p	4p

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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outsourcing
Your Hospitality Staffing Professionals

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Columbia College Chicago	Chicago, IL	B.A. Degree	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: Dependability and professional			

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 Resource Staffing (Chetra)
 Type of Business Transportation Telephone No. (713) 937-7685 Supervisor's Name Kyron Farr
 Your Position and Duties Collector

Dates of Employment: From 03/15 To present

Reason for Leaving: not leaving

Name and Address of Employer Gow Media
 Type of Business media Telephone No. (818) 772-3326 Supervisor's Name Craig Larson
 Your Position and Duties responsible for audio production

Dates of Employment: From 8/2010 To 1/2015

Reason for Leaving: Laid off

Name and Address of Employer _____

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

Your Position and Duties _____

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Your Hospitality Staffing Professionals

Dates of Employment: From _____ To _____

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 _____

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?
If so, describe: _____

Yes _____ No X

JOB RELATED REFERENCES

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

Name: Craig Larson Telephone No. (818) 472-3326

Address: 5353 W Alabama, suite 415 Houston, TX

Occupation: Program Director Relationship: old Boss Number of Years Acquainted: 10

Name: Adam Dunlap Telephone No. (713) 504-9095

Address: Houston, TX

Occupation: Director of fitness and recreation Relationship: Team ~~Area~~ Leader Number of Years Acquainted: 2

Name: Taylor Kuhn Telephone No. (854) 663 1206

Address: Pearland, TX

Occupation: engineer Relationship: LBS ~~Leader~~ Number of Years Acquainted: 1.5

Please Read Carefully, Initial Each Paragraph and Sign Below

10

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.

21

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.

22

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.

23

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.

24

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

Donna Johnson

Date

3/22/18

Lance Johnson

(708) 921-0528

lance.m.johnson@outlook.com

A bright dedicated professional skilled in media, customer service, hospitality and banking.

WORK EXPERIENCE

Toll Collector
Harris County Toll Road Authority

3/2015-Present

- Collects tolls according to number of axles
- Accurately prepare and count back change
- Answering questions from the patrons
- Providing documentation for unexpected occurrences

Broadcast Production Coordinator
Yahoo Sports Radio

8/2010-1/2015

- Served as the primary liaison between producers and hosts.
- Managed all sporting event and press conference production.
- Executed relevant highlights and post game under tight deadlines.
- Trained and supervised all interns on production duties.
- Exclusively provided audio content for the partnership with KFWB-Los Angeles
- Created audio packages for Rivals.com football show
- Originated an audio archive system with daily cut sheet for over 500 affiliates

Census Enumerator
U.S. Census Los Angeles

04/2010-6/2010

- Conducted over 200 interviews from residents to process Census forms
- Corrected any discrepancies in existing Census data
- Complied with high accuracy standards while maintaining high production rates
- Assessed quality control levels on selected addresses
- Followed stringent guidelines and confidentiality laws.
- Maintained records of hours worked, units produced, miles driven, quality control results and expenses incurred in the performance of duties

Broadcast Production Coordinator
Sporting News Radio

2/2007-4/2009

- Managed all sporting event and press conference production.
- Executed relevant highlights and post game under tight deadlines.
- Trained and supervised all interns on production duties.
- Gathered audio content from various sporting events
- Contributed show content to hosts and producers
- Regulated volume and sound quality on control board

Commercial Vault Associate I
U.S. Bank

1/2006-3/2008

- Verifying customer deposits from couriers.
- Processing deposits accurately in a timely manner.
- Prepares branch money to be sold to the Federal Reserve.
- Received customer deposits from armored carriers and balance deposits to manifest
- Shipped currency orders to corporate customers

Deposit Processor
Fifth Third Bank

02/2003-12/2005

- Balanced the coin machine daily
- Assisted verifying teller trays via the Glory machine.
- Responsible for processing incoming transactions using Compass
- Filed and/or mail copy of deposit tickets and adjustments to customers
- Consistently exceeded productivity and quality standards

EDUCATION

Columbia College – Chicago, IL
Concentration in Radio
Dean's List 1998-99; GPA: 3.56
Bachelor of Arts Degree with Honors

VOLUNTEER EXPERIENCE

Thank you Crew for Gulf Coast Regional Blood Center (June 2014-Present)

RECEIVED 2016 Volunteer of the Year Award from Gulf Coast Regional Blood Center

-Super Bowl LI NFL Experience (2017)

-NBA All Star Jam Session (2013)

-MLB All-Star Fanfest (2010)

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

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

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

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

Interview Note Sheet

Applicant Information	
Name: <u>Lance Johnson</u>	Interviewer: <u>Camille Pomare</u>
Date: <u>3/22/18</u>	Rate of Pay:
Position (s) Applied for: <u>Cashier</u>	Referred by: <u>AD</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; margin-right: 50px;">Total of <u>4</u> in Food Service/Hospitality</p> <p style="font-size: 1.2em; margin-top: 20px;">Outgoing Friendly Dependable Respectful good with money, accurate</p>
P.O.S. Experience: Y / N details: _____

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Translt <input type="radio"/> 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>West</u>

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ <input checked="" type="radio"/> Will Submit

Availability
Open AM only <input checked="" type="radio"/> PM only Weekdays only Weekends only

Details
Uniforms Owned:
Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Chef Coat Chef Pants Knives Black Pants <input checked="" type="radio"/> Non-Slip Shoes Bow Tie Other: _____

Would you recommend this applicant for Acrobat	Convention Candidate?	Other Languages Spoken:
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