

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 Lisa T. Johnson Date: 6-13-2018
 Home Telephone 842 237 8135 Other Telephone (973) 900 9515
 Present Address 205 Keer Ave. Newark, NJ 07112
 Permanent Address, if different from present address: _____
 Email Address lisajohnson042166@gmail.com

EMPLOYMENT DESIRED

Position applying for: Open - Bartender-Server Salary desired: open

Are you currently registered with any staffing and/or employment agencies? If so, please list

NONE

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 Family Friend 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? 6-14-2018

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.) _____

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?
		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: <u>Bar tending</u>			

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 Bar Nuk Public School
 Type of Business School Telephone No. (913) 309-2603 Supervisor's Name Mrs. Archell
 Your Position and Duties Working with Special Needs Children

Dates of Employment: From 2005 To Now
 Reason for Leaving: Summer recess

Name and Address of Employer 40/40 Club
 Type of Business Bar Telephone No. (862) 235-6212 Supervisor's Name Katrina Ginyard
 Your Position and Duties Bar tender, Server, Cook

Dates of Employment: From 2016 To Now
 Reason for Leaving: part time

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: _____

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? Yes _____ No X
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: Sheila Daniels Telephone No. (908) 692-0566

Address: 236 West 6 St. Roselle NJ.

Occupation: Sec. Relationship: NONE Number of Years Acquainted: 25

Name: Shirley Riles Telephone No. (913) 313 8573

Address: 210 Park Pl. Irvington NJ

Occupation: Social Worker Relationship: Job Supervisor Number of Years Acquainted: 40 yrs.

Name: Tyeisha Telephone No. (908) 343 5660


Address: Perry St. Union N.J.


Occupation: Social Worker Relationship: family friend Number of Years Acquainted: _____

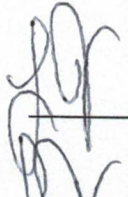
Supervisor


family friend


Please Read Carefully, Initial Each Paragraph and Sign Below

 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.

 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.

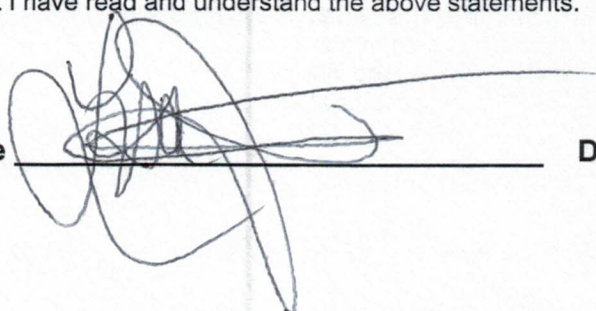
 I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

 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.

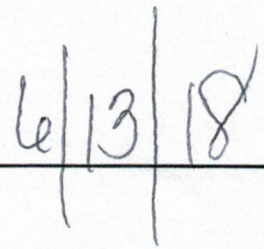
 Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that 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



Date



LISA JOHNSON

226 Goldsmith Ave, Newark, NJ 07112 • (862)888-4730

205 Keen Ave. 962-237-88135

OBJECTIVE

To make use of my specialized child care skills and experience with the aim of securing a professional career with sufficient opportunities to undertake new challenges in child development

EMPLOYMENT

TEACHER'S AIDE

Newark Board Education Special Service

2011-PRESENT

NEWARK, NEW JERSEY

- Responsibilities include assisting children with special needs (autism) to develop to their fullest potential.
- Organized activities that develop children's physical, emotional, and social growth.
- Redirected children to encourage safe and positive behavior.
- Helped facilitate indoor and outdoor play.

SOCIAL SERVICE FAMILY WORKER

Newark Pre-School Council

1997-2009

NEWARK, NEW JERSEY

- Monitored educational progress by keeping detailed individual charts and files.
- Observed students to supply teachers with feedback regarding potential learning blocks and opportunities for support.
- Advised parents on community resources and provided referrals.
- Developed individual educational plans (IEP) designed to promote education, physical, and social development

SPECIAL SERVICE AIDE

Newark Pre-School Council

1990 - 1997

NEWARK, NEW JERSEY

- Responsibilities included assisting children with special needs in a classroom setting.
- Assisted in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
- Supervised the classroom when the teacher is out of the room.
- Assisted in the implementation of the daily program under the direction of the teacher.

DAY CARE ASSISTANT

TINA'S DAY CARE

1986-1990

NEWARK, NEW JERSEY

- Taught children personal care behaviors, including toilet training and feeding.
- Monitored children's play activities to verify safety and wellness. Made and provided nutritious snacks and meals.
- Created lesson plans and helped facilitate parent conferences and indoor and outdoor play.
- Redirect children to encourage safe, positive behaviors.

RECEPTIONIST*GARDEN STATE REMODELING**1984-1986**IRVINGTON, NEW JERSEY*

- Provided general clerical support within the company.
- Screen telephone calls, filing, and computers.
- Ability to multi task.
- Communicate effectively with others.

EDUCATION

Child Development Associate (CDA) Credential
Rutgers University
New Brunswick, NJ

2009

Business Administration
Essex County College
Newark, NJ

1984-86

William Allen High School
Philadelphia, PA
High School Diploma

1984

REFERENCES

WILL BE FURNISHED UPON REQUEST