

## 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 Lakisha Brown Date 7/31/18  
 Home Telephone (512) 748-0640 Other Telephone (512) 748-0640  
 Present Address 6404 Walnut Hills Dr #B Austin TX 78723  
 Permanent Address, if different from present address: Same as above  
 Email Address Lakishabrown303@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Housekeeper Salary desired: 11.00  
 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 walkin 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? 8/31/18

*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>2pm</u>	<u>8 am</u>	<u>open</u>				
PM	<u>10 pm</u>	<u>4 pm</u>	<u>open</u>				

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

### 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

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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?
London B Sonnenschein	Austin TX	11th	No
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="checkbox"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="checkbox"/> NO
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."		YES	<input checked="" type="checkbox"/> 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="checkbox"/> NO
Special:			

## 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 Pal-letters Staffing  
 Type of Business Temp Telephone No. (512) 462-1112 Supervisor's Name Naomie  
 Your Position and Duties Housekeeper, food service, assembly

Dates of Employment: From 1/12 To 4/18 Weekly Pay: Starting 9.00 Ending 9.00

Reason for Leaving: still work there

Name and Address of Employer Staff force  
 Type of Business Temp Telephone No. (512) 458-5500 Supervisor's Name \_\_\_\_\_  
 Your Position and Duties Food Service, assembly

Dates of Employment: From 2/11 To 7/18 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: still work temp for them

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 \_\_\_\_\_

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: Denise Brown Telephone No. (512) 689-9133

Address: 8000 Decker Ln #1016

Occupation: Target Relationship: Aunt Number of Years Acquainted: 34

Name: Bonnie Smith Telephone No. (512) 462-5435

Address: 85 Trinity Austin TX 78721

Occupation: caregiver Relationship: mother Number of Years Acquainted: 36

Name: Johnny Brown Telephone No. (512) 945-3100

Address: 1021 carwill Dr #B Austin TX 78724

Occupation: City of Austin Relationship: Dad Number of Years Acquainted: 36

**Please Read Carefully, Initial Each Paragraph and Sign Below**

*LB*  
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.

*LB*  
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.

*LB*  
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.

*LB*  
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.

*LB*  
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

*Hakisha Brown*

Date

*7/31/18*

## Interview Note Sheet

### Applicant Information

Name: Lakeshia Brown

Date:

Position (s) Applied for:

EUS

Interviewer: Griffin Long

Rate of Pay:

Referred by:

### 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

Total of \_\_\_\_\_ in Food Service/Hospitality

- Shoal Creek (EUS)
- Home Health care
- Worked at UT

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

Transportation

Car

Public Transit

Carpool

Rider

Driver

Regions Available to work:

Austin

Certifications (if any)

TABC

Food Handler's

LEAD

Other

Will Submit

Availability

Open

AM only

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

Non-Slip

Shoes

Bow Tie

Other:

Would you recommend this applicant for Acrobat Academy?

Convention Candidate:

Other Languages Spoken: