

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 Towana L Smith Date: _____
 Home Telephone (512) 283-2587 Other Telephone () _____
 Present Address 6903 Wentworth Dr. Apt. C Austin, Texas
 Permanent Address, if different from present address: 78724
 Email Address TowanaSmith758@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping Salary desired: _____
 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 _____ 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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY	Open	Open	Open	Open	Open	Open	Open
AM	Open	Open	Open	Open	Open	Open	Open
PM	Open	Open	Open	Open	Open	Open	Open

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

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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.) _____

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?
Keagean High	Austin, Texas		
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:			

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 Home slice caregivers

Type of Business _____ Telephone No. (512) 701-5126 Supervisor's Name _____

Your Position and Duties Attendant

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: _____

Name and Address of Employer _____

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Your Hospitality Staffing Professionals

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: _____

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: Kim Bolder Telephone No. (512) 679-2931

Address _____

Occupation: Nurse Assistant Relationship: friend Number of Years Acquainted: 18

Name: Demita Wright Telephone No. (512) 986 2695

Address _____

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

Name: Vetrice Smith Telephone No. (512) 839-7304

Address 1190 Airport Blvd Apt. 240 Austin, Texas 78702

Occupation: Manager Relationship: friend Number of Years Acquainted: 10

Please Read Carefully, Initial Each Paragraph and Sign Below

I S 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 S 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.

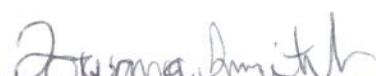
I S I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

I S 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.

I S 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

Interview Note Sheet

Applicant Information

Name: Towana Smith

Date: 8/15/2018

Position(s) Applied for:

EUS Worker

Interviewer: Griffin Long

Rate of Pay: \$12

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

- EUS experience
- Prep cook
- Dishwasher
- Grill cook

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

Transportation

Car

Public Transit

Carpool

Rider (Driver)

Regions Available to work:

East 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:



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Corporate Headquarters
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Phone: 415-431-8826 | Fax: 415-431-1580
www.acrobotoutsourcing.com

GLOBAL CASH CARD FORM

 New Replacement Cancel

Today's Date 08 - 15 - 2018

 One Time Deposit? Yes No

Last Name

Smith

First Name

TowanaMI

Address

6903 Wentworth DR

Apartment #

C

City

Austin

State

TX

Zip Code

78724

Social Security Number

			-			-			
--	--	--	---	--	--	---	--	--	--

Date of Birth

		-			-				
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INFORMATION TO BE COMPLETED BY ACROBAT REPRESENTATIVE ISSUING CARD
INCLUDE A PHOTOCOPY OF THE CARD WITH THIS FORM:

ACCOUNT NUMBER (16-digits)

1434 - 0003 - 0824 - 086

Branch Office:

Austin

Completed By:

Lani Bentz

Global Cash Card | 7 Corporate Park, Suite 130 | Irvine, CA 92606 | CSR: 1-888-220-4477
Payroll Statements can be viewed online at: www.globalcashcard.com

I hereby release Acrobat Outsourcing the following information to establish my Global Cash Card account and enroll into an automatic payroll deposit. I authorize Acrobat Outsourcing to debit/credit my account. I have verified my information above and understand that any cash card charges incurred are my responsibility. I agree to the terms and conditions under which Global Cash Card Prepaid ATM Card is issued.

Please agree to the following:



By selecting this check box, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

I also acknowledge it is my responsibility to enter the correct **Bank Transit Number** and **Account Number** as to where I want my payroll funds deposited. I understand that if I enter incorrect information that it may delay or prevent my payroll funds being deposited to my accounts. I also acknowledge that any **Bank Transit Number** that begins with the **number 5** is **NOT** a valid **Bank Transit Number** and **WILL** prevent my payroll funds from being deposited into my account. I understand that when Payroll receives the funds back through the banking system it will be paid on the next available pay date.

Towana Smith

Print Name

Towana Smith

Employee Signature

8/15/2018

Date



Activate and set your PIN: Go to globalcashcard.com/activate or call 866-929-8096.

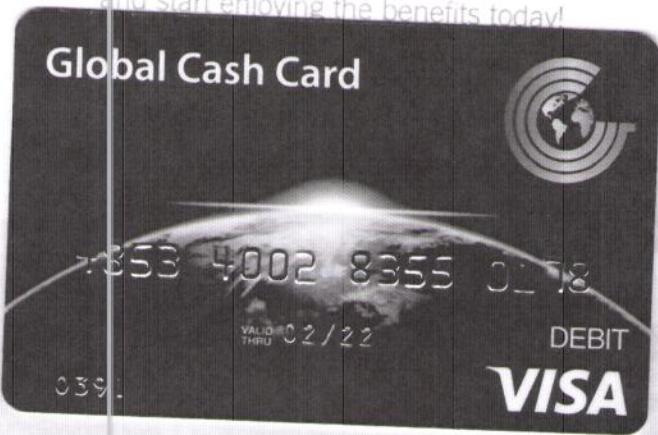


Start using your card: Sign the back of your card and start using it.



Manage your card: Manage your funds your way! Go to globalcashcard.com and click "User Login" to manage your card account online.

Congratulations! Activate your new card and start enjoying the benefits today!



Mobile Access – Check your card balance, transfer funds, pay bills, find ATMs, and much more by visiting our mobile friendly site at globalcashcard.com/login.¹



Use Your Card – Pay retailers, restaurants, gas stations, online merchants, and more by using your card as a signature type of purchase.



Get Cash Back – Use your PIN for purchases, and get cash back from merchants.



Get Cash at ATMs – Get cash at ATMs worldwide.



Alert Notifications – Go to your online account at globalcashcard.com to set up text or e-mail alerts.¹

¹ Standard text message and data rates, fees, and charges may apply.

Find helpful card tips inside

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