

Acrobat

outsourcing

Your Hospitality Staffing Professionals

665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: LINDA HODGE
Email: ~~lindaghodge~~ lindaghodge7@gmail /
Phone number: 512-961-9244

Working Experience:

Company Name: MV TRANSPORTATION

Dates of Employment: 10-2013 to 03-2016

Job Responsibility: DRIVING clients

- customer service
- safety
- professional
-

Company Name: Nexxlinx

Dates of Employment: 6-2010 to 9-2013

Job Responsibility:

- customer service
- high volume of calls
- team player
-

Company Name: Starwood Reservations

Dates of Employment: 3-2008 to 5-2010

Job Responsibility:

- make hotel reservations
- customer service
- high volume calls
- team player

Skills

- Professional driver
- Customer service
- Food service
- House keeping

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 Linda Gayle Hodge Date: 8-28-2018
Home Telephone (512) 961-9244 Other Telephone () _____
Present Address 4707 Sojourner St Austin, TX 78725
Permanent Address, if different from present address: SAME AS ABOVE
Email Address linda ghoge 7@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server / House Keeper Salary desired: Open
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 Charles Hodge 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? 8-28-2018

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	<u>open</u>	<u>10AM open</u>	<u>10AM open</u>	<u>10AM open</u>	<u>10AM open</u>	<u>10AM open</u>	<u>open</u>
PM	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</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
Charles Hodge
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?
REAGAN High	Austin, TX	Yes	Yes
TEXAS Southern Univ	Houston, TX	No	No
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 MV Transportation Austin, TX
 Type of Business Driver Telephone No. (512) 369-5404 Supervisor's Name Robert DAVIS
 Your Position and Duties Professional Driver to drive the clients to their appointments.

Dates of Employment: From 10/13 To 3/16

Reason for Leaving: Family emergency

Name and Address of Employer NEXXlinx Austin, TX
 Type of Business Call Center Telephone No. (512) 454-3906 Supervisor's Name DAVID Moore
 Your Position and Duties My duties was to save TWC customers from switch their cable to a different provider

Dates of Employment: From 6/10 To 9/13

Reason for Leaving: Got another job

Name and Address of Employer Starwood Reservations Austin, TX

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Your Hospitality Staffing Professionals

Type of Business Call center Telephone No. (512) 452-3637 Supervisor's Name Linda Bates
Your Position and Duties Make reservations for Starwood

Dates of Employment: From 3/08 To 5/10

Reason for Leaving: Got another job

Name and Address of Employer HEB

Type of Business Grocery Telephone No. (512) 441-3500 Supervisor's Name John

Your Position and Duties checked, worked in the Deli preparing sandwiches and slice meats

Dates of Employment: From 4/07 To 2/08

Reason for Leaving: Not enough hours

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 ☒

JOB RELATED REFERENCES

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

Name: Beverly Musgrave Telephone No. (512) 552-7579

Address 5404 Duval

Occupation: Harte-Hanks Relationship: friend Number of Years Acquainted: 12 yrs

Name: Brandi Kirkde Telephone No. (512) 696-8150

Address 3901 Manor Rd

Occupation: Spectrum Relationship: friend Number of Years Acquainted: 10 years

Name: Terry Ochiltree Telephone No. (512) 599-4144

Address 3400 Barton Rd

Occupation: Owner of business Relationship: friend Number of Years Acquainted: 15 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

Am 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.

Am 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.

LH
Am 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.

Am
Am 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.

Am 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

[Signature]

Date

8-28-2018

Interview Note Sheet

Applicant Information

Name: Linda Hodge

Date: 8/28/2018

Position(s) Applied for: Cook

Interviewer: Griffin Long

Rate of Pay: \$12

Referred by: Charles Hodge

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

- Prep
- Line
- EUS

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Certifications (if any)

TABC

Food Handler's

LEAD

Other

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: