

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 Briana Barnes Date: 09/15/2018
Home Telephone 832-845-4170 Other Telephone () _____
Present Address 5143 Gatewood St Houston Tx 77053
Permanent Address, if different from present address: _____
Email Address briana.barnesloves@gmail.com

EMPLOYMENT DESIRED

Position applying for: CASHIER Salary desired: \$11 hr or More
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: Any To: _____
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☒ Name of Referral Reelene Paige 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	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>
PM	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</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 _____
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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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?
Inurgood Marshall HS	Missouri City TX	All	yes
HCC	Houston Tx	Currently enrolled	
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input type="radio"/> YES	<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Special: Food Handler, TABC, Microsoft trained,			

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 Sutherland Global Service 5959 Corporate F

Type of Business Call Center Telephone No. () Supervisor's Name Khalilah

Your Position and Duties Answer all question coming from inbound calls while enforcing policies & procedure

Dates of Employment: From 04/17 To 02/18

Reason for Leaving: Lay off Campaign Closed

Name and Address of Employer Xerox Services

Type of Business Call Center Telephone No. () Supervisor's Name

Your Position and Duties Same as before, Billing, questions about policy

Dates of Employment: From 10/15 To 10/16

Reason for Leaving: Lack of Pay

Name and Address of Employer H. I. S. D Food Service Attendant
5727 Ludington

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Type of Business Lunch ladies Telephone No. () Supervisor's Name
Your Position and Duties "Cook, prep, clean, follow food handlers public
Serve safe & Customer service

Dates of Employment: From 02/15 To 10/15

Reason for Leaving: Lack of hours & Pay

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: Reechee Fudge Telephone No. (837) 230-7419

Address

Occupation: Hair Stylist Relationship: Friend Number of Years Acquainted: 10+

Name: Jamika Burton Telephone No. (832) 517-8056

Address

Occupation: Dental Assistant Relationship: Friend Number of Years Acquainted: 10+

Name: Takasia Mnox Telephone No. (832) 890 6117

Address

Occupation: Social Worker Relationship: Cousin Number of Years Acquainted: 20+

Please Read Carefully, Initial Each Paragraph and Sign Below

BB

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.

BB

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.

BB

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.

BB

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.

BB

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 Briana Barnes **Date** 09/15/18

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Briana Barnes

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

0.25%

6) What is the current sales tax rate in your city? 0.25%

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

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?

- ☒ a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?

- ☒ a) one
- ☐ b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21 year

14) What are the acceptable forms of ID for alcohol purchases?

State ID / DL passport

15) How many \$20 bills are in a bank band?

\$100

Interview Note Sheet

Applicant Information	
Name: <u>Brigita T. Barnes</u>	Interviewer: <u>Celine 28</u>
Date: <u>9/5/18</u>	Rate of Pay:
Position (s) Applied for: <u>Cashier</u>	Referred by: <u>Keechel Paige</u>

Test Scores					
Server		/35	%	Bartender	
Prep Cook		/15	%	Barista	
Grill Cook		/40	%	Cashier	
Dishwasher		/10	%	Housekeeping	
				/16	%

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

Total of 5 In Food Service/Hospitality

2 yrs of food service

3 yrs of cashiering

fast learner
follow instructions
Timely

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

Transportation

(Car)	Public Transit	Carpool (Rider / Driver)
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Regions Available to work:

SF City	SF North	SF Peninsula	East Bay	Outer East Bay
San Jose	South San Jose	SJ Peninsula	<u>Southwest</u>	

Certifications (if any)

TIPS	Serv-Safe	LEAD	Other <u>will renew, +</u>	Will Submit
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Availability

Open	AM only	PM only	Weekdays only	<u>Weekends only</u>
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Details

Uniforms Owned:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	Non-Slip Shoes	Bow Tie
Other: _____					

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