

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco CA 94107

First and Last Name: Christina Figueroa
Email: Christinafigueroa.11@gmail.com
Phone number: (512) 680-7634 or 912-761-3083

Working Experience:

Company Name: Onin Staff

Dates of Employment: June 18, 2017 - present when needed

Job Responsibility:

- Distribution
- Loader, packaging
- Shipping, receiving
-

Company Name: Le Fleur Transportation

Dates of Employment: October 6, 2015 - October 6, 2017

Job Responsibility: Admin Assistant

- New Hire paperwork
- Billing
- Answer multistack phones
-

Company Name: Coldwell Bankers

Dates of Employment: April 20, 2015 - April 20, 2016

Job Responsibility:

- Inventory
- Inspecting all units
-
-

Skills

- Bilingual
- Customer Service
- greeter
- Server, etc.



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 Christina Figueroa Date 9-13-18
Home Telephone (512) 761-3083 Other Telephone (512) 680-7634
Present Address 402 perico plc
Permanent Address, if different from present address: Same
Email Address Christina

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: Open
Are you currently registered with any staffing and/or employment agencies? If so, please list
Onin
Are you applying for: Full-time work? Yes No Part-time work? Yes X No
Temporary work, e.g., summer or holiday work? Yes X 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 X 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	<u>Open</u>						
AM							<u>Open</u>
PM							<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 X If yes, when? _____
Do you have friends or relatives working for Acrobat Outsourcing? Yes No X If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes X No
If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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 Ray H. School	CITY & STATE Corpus Christi, TX	GRADE OR DEGREE COMPLETED 12	DID YOU GRADUATE? YES
Do you have any special licenses, certificates or special training? If so please list under "Special".			
Are you computer literate? If so, list software knowledge under "Special."			
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."			
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."			
Special: Admin Assistant, Billing, New hire paperwork, multi-task multiple phone lines, dispatch, driver, customer service, greeter, microsoft			

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 7801 N. Lamar Onin Staff Temp.

Type of Business _____ Telephone No. (512) 371-8883 Supervisor's Name Marie Adams

Your Position and Duties Distribution

Dates of Employment: From June 18 ²⁰¹⁷ To Temp

Reason for Leaving: Temp

Name and Address of Employer 7801 N. Lamar Blvd Suit F1 Austin TX 78754

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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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: Belinda Scamtan Telephone No. (361) 658-1830

Address Dos Marines

Occupation: Inspector Relationship: Co worker Number of Years Acquainted: _____

Name: Roel Roeha Telephone No. (361) 443-7569

Address 3538 Columbine C.C. TX

Occupation: Master Electrician Relationship: friend Number of Years Acquainted: 9 yrs

Name: _____ Telephone No. (____) _____

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

C.F. 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.

C.F. 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.

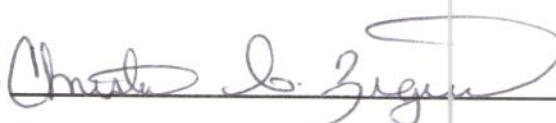
C.F. I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

C.F. 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.

C.F. 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

9-13-18



Name: Christina Figueredo
Taborca ID: _____
Date of Hire: _____
Date of Re-Act: _____

New employee set up

Add to tracking if returning - Date/Time _____

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed

- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

Re-Act employee set up (See Re-Act Process for more detail)

- File and ID pulled (new one created/done in Hire Right if old ones still gone)

Interview Note Sheet

Applicant Information

Name: <u>Christina Figueroa</u>	Interviewer: <u>Griffin Long</u>
Date: <u>9/13/2018</u>	Rate of Pay: <u>\$12</u>
Position (s) Applied for:	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

- Part time

- SERVER

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

Transportation

<input checked="" type="checkbox"/> Car	Public Transit	Carpool (Rider / Driver)
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Regions Available to work:

Certifications (if any)

TABC	<input checked="" type="checkbox"/> Food Handler's	LEAD	Other _____	Will Submit
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Availability

Open	AM only	PM only	Weekdays only	<input checked="" type="checkbox"/> Weekends only
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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

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: