

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 Avanti Phelps Date: 2-7-19
Home Telephone (4) 957-6024 Other Telephone ()
Present Address 765 Wilson Mill Rd Atlanta, ga 30331
Permanent Address, if different from present address:
Email Address avanti.phelps@gmail.com

EMPLOYMENT DESIRED

Position applying for: Hospitality Salary desired: \$11.00 or above
Are you currently registered with any staffing and/or employment agencies? If so, please list Hire Dynamics
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? FEB. 7, 19

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	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am
PM		5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm

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 ☐

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.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Westlake Highschool	Atlanta, ga	4 yrs	yes
Ga State	Dunwoody, ga	2 1/2 yrs	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: Word (5 yrs), Customer focused, Team leader, strong Verbal Communications, organizational skills			

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 Intown Suites

Type of Business Extended stay Telephone No. () Supervisor's Name Ferron Beckford

Your Position and Duties Guest Service Representative / Responsible for answering telephone calls, assign rooms, issue keys, collect payment, greet arriving guests

Dates of Employment: From 12/17 To 1/19 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: Resigned

Name and Address of Employer Hilton Hotel

Type of Business _____ Telephone No. (678) 548-3764 Supervisor's Name Tema Washington

Your Position and Duties Responsible for overall cleaning of a select group of hotel rooms. Ensure their request are addressed timely to their standards.

Dates of Employment: From 6/16 To 9/17 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: Found another job opportunity

Name and Address of Employer Vera Pemberton

Type of Business _____ Telephone No. (4) 374-0060 Supervisor's Name Kimberlee Phelps

ACROBAT

outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties Ensure the clients request are met. Service range from personal care, transportation services, cleaning, medical preparation
Dates of Employment: From 2/13 To 5/16 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: Deceased

Name and Address of Employer Victoria's Secret

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties Grd Specialist / Cashier Responsible for floor engagements: Handled customer purchases.

Dates of Employment: From 1/10 To 3/13 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: Another job opportunity

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? 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: Veronica Daniles Telephone No. (678) - 768 - 0412
Address _____

Occupation: G/PB Relationship: Auntie Number of Years Acquainted: 10+

Name: Latia Thomas Telephone No. (404) - 791 - 7519
Address _____

Occupation: _____ Relationship: Friend Number of Years Acquainted: 2+

Name: Devora White Telephone No. (478) - 444 - 8525
Address _____

Occupation: _____ Relationship: Friend Number of Years Acquainted: 2+



1811004012

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME Avanti Phelps	1b. YOUR SOCIAL SECURITY NUMBER 256-79-9578
2a. HOME ADDRESS (Number, Street, or Rural Route) 765 Wilson Mill Rd	2b. CITY, STATE AND ZIP CODE Atlanta, GA 30331

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8

3. MARITAL STATUS

(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

A. Single: Enter 0 or 1 ☒ []

4. DEPENDENT ALLOWANCES []

B. Married Filing Joint, both spouses working:

Enter 0 or 1 ☐ []

C. Married Filing Joint, one spouse working:

Enter 0 or 1 or 2 ☐ []

5. ADDITIONAL ALLOWANCES []

(worksheet below must be completed)

D. Married Filing Separate:

Enter 0 or 1 ☐ []

E. Head of Household:

Enter 0 or 1 ☐ []

6. ADDITIONAL WITHHOLDING \$ _____

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES

(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:

Yourself: ☐ Age 65 or over ☐ BlindSpouse: ☐ Age 65 or over ☐ Blind Number of boxes checked _____ x 1300 _____ \$ _____

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:

A. Federal Estimated Itemized Deductions (If Itemizing Deductions) _____ \$ _____

B. Georgia Standard Deduction (enter one): Single/Head of Household \$4,600
Each Spouse \$3,000 _____ \$ _____

C. Subtract Line B from Line A (If zero or less, enter zero) _____ \$ _____

D. Allowable Deductions to Federal Adjusted Gross Income _____ \$ _____

E. Add the Amounts on Lines 1, 2C, and 2D _____ \$ _____

F. Estimate of Taxable Income not Subject to Withholding _____ \$ _____

G. Subtract Line F from Line E (if zero or less, stop here) _____ \$ _____

H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above _____

(This is the maximum number of additional allowances you can claim. If the remainder is over \$1,500 round up)

7. LETTER USED (Marital Status A, B, C, D, or E) **A**TOTAL ALLOWANCES (Total of Lines 3 - 5) **0**

(Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.

a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here ☐b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act as provided on page 2. My state of residence is _____. My spouse's (servicemember) state of residence is _____. The states of residence must be the same to be exempt. Check here ☐

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature **Avanti Phelps**Date **2-7-19**

Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding. If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, P.O. Box 49432, Atlanta, GA 30359.

9. EMPLOYER'S NAME AND ADDRESS:

EMPLOYER'S FEIN: _____

EMPLOYER'S WH#: _____

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 3 - 7.