

## 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 Alfred Jimenez Date: 2/26/19  
 Home Telephone (713) 854-4028 Other Telephone (713) 854-4028  
 Present Address 2747 Briargrove Dr # 451 Houston, TX 77057  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address jimenez.alfred22@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server or Bartender Salary desired: \$20/hr

Are you currently registered with any staffing and/or employment agencies? If so, please list

No

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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>6-7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
PM	<u>open</u>	<u>availability</u>					

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

n/a

### 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 ☐

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.) \_\_\_\_\_



Sam Houston State University, Huntsville, TX	Senior	
Do you have any special licenses, certificates or special training? If so please list under "Special."	<u>YES</u>	NO
Are you computer literate? If so, list software knowledge under "Special."	<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."	<u>YES</u>	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."	<u>YES</u>	NO
Special: Food Handler's Certificate of Texas, TABC, computer proficient, Along and Micros proficient		

### 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 McCombs and Schmick's, 1151 Uptown Park Blvd, Houston, TX 77056

Type of Business Restaurant Telephone No. (713) 840-7700 Supervisor's Name Jeremy Peteloff

Your Position and Duties Bar tender - cleaning, sanitizing bar, inventory and restock, making cocktails, accurate pouring, anticipating guests needs, engaging guests

Dates of Employment: From 06/18 To 01/19

Reason for Leaving: looking for better opportunities

Name and Address of Employer Tony's (Restaurant) 3755 Richmond Ave, Houston, TX 77040

Type of Business Restaurant Telephone No. (713) 622-6778 Supervisor's Name Scott Sulma

Your Position and Duties Front of the House Server, greeting and seating guests, shaking cocktails, pouring wine, running food, taking dessert orders. French Service

Dates of Employment: From 09/17 To 05/18

Reason for Leaving: Better offer of employment

Name and Address of Employer Post Oak Grill, 1415 Spout Oak Ln, Houston, TX 77056

Dates of Employment: From 06/16 To 07/17

Reason for Leaving: Business not structured

Name and Address of Employer The Fresh Market - closed

Type of Business market

Telephone No. ( ) n/a

Supervisor's Name n/a

Your Position and Duties Floral Manager, creating floral displays, taking inventory, caring for plants, customer service.

Dates of Employment: From 04/15 To 05/14

Reason for Leaving: Business closed.

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: n/a

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: Taylor Metcalfe

Telephone No. (858) 662-8249

Address n/a

Occupation: Bar tender

Relationship: friend

Number of Years Acquainted: 7 mo

Name: Wendy Glick

Telephone No. (932) 291-8794

Address n/a

Occupation: Bar tender / sales

Relationship: friend

Number of Years Acquainted: 7 mo

Name: Brandt Miguez

Telephone No. (201) 702-1511

Address n/a

Occupation: Bar tender

Relationship: friend

Number of Years Acquainted: 7 mo



**Please Read Carefully, Initial Each Paragraph and Sign Below**

*AD*

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.

*AD*

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.

*AD*

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.

*AD*

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.

*AD*

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** *Adel Jung* **Date** 2/26/19



# Interview Note Sheet

Applicant Information	
Name:	Interviewer:
Date:	Rate of Pay: \$12.00
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
<p>postal grill - 1 year bar/server</p> <ul style="list-style-type: none"> <li>- catering as well.</li> <li>- busser @ Tony's - Fine Dining -</li> <li>- worked as bar @ McCormick's</li> </ul>	

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

Transportation			
Car	Public Transit	Carpool ( Rider / Driver )	
Regions Available to work:			
SF City	SF North	SF Peninsula	East Bay
San Jose	South San Jose	SJ Peninsula	Outer East Bay
Certifications (if any)			Will Submit
TIPS	Serv-Safe	LEAD	Other _____
Availability			Weekends only
Open	AM only	PM only	Weekdays only
Details			
Uniforms Owned:			
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo
Black Vest	Long Black Tie	Bow Tie	Other: _____
Chef Coat	Chef Pants	Knives	Black Pants
Non-Slip Shoes	Convention Candidate?	Other Languages Spoken:	

Would you recommend this applicant for Acrobat

**Alfred Jimenez**

**2767 Briargrove dr #451 | Houston, TX 77057 | (713) 854-4028 | jimenez.alfred11@gmail.com**

**Objective**

To provide superior service, knowledge of consumables, and foster an inviting, unique atmosphere.

**Education**

Music Education, Sam Houston State University, Bachelor's— incomplete.	2009 - 2013
George Bush High School, Magna Cum Laude with Notable Honors.	c/o 2009

**Experience**

**McCormick and Schmick's | 1151 Uptown Park Blvd, Houston, TX 77056 | Jeremy Retzlaff (713) 840-7900**

Bartender, Responsible for weekly inventory (11/19-12/17)	06/2018 - 12/2018
Server	12/2018 – 01/2019

**Tony's | 3755 Richmond Ave, Houston, TX 77046 | Scott Sulma, (713) 622-6778**

<i>Occasionally included Vallone's, Ciao Bello, and Tony's Catering Events</i>	
Busser	08/2017 - 12/2017
Front of the house and Back of the House Server	12/2017 - 05/2018

**The Post Oak Grill, Uptown | 1415 S Post Oak Ln, Houston, TX 77056 | Polo Becerra, (713) 993-9966**

<i>Occasionally included Post Oak Grill Downtown and catering events</i>	
Server and Bartender	06/2016 - 07/2017

**The Fresh Market**

Floral and Gift Center Specialist	04/2016 - 05/2016
Assistant Front End Manager – Barista	02/2016 - 04/2016
Cashier/Floater— Bakery, Produce, Meat and Seafood Departments	04/2015 - 02/2016