

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 Nellia Collins Date: 3.6.19
Home Telephone (713) 474-7499 Other Telephone () _____
Present Address 4510 Speingridge Rd. 77053
Permanent Address, if different from present address: _____
Email Address ArmaniZenon@yahoo.com

EMPLOYMENT DESIRED

Position applying for: dishwasher - maintenance Salary desired: 13.00

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 Next Force 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? 3-7-19

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY	12	3:00pm					12
AM							
PM	8pm	11					8pm

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 ☐

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?
Avalon	Houston TX	CNA	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	
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 the months or more.

Are you currently employed? Yes ☐ No ☒ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer Baylor College of Medicine
 Type of Business _____ Telephone No. (281) 464-11-16 Supervisor's Name Phyllis Allen
 Your Position and Duties Page washer, maintenance, direct and indirect
other to their stations

Dates of Employment: From 3-4-15 To 10-15-17

Reason for Leaving: Facility closed down

Name and Address of Employer Walmart
 Type of Business _____ Telephone No. (281) 436-11-09 Supervisor's Name Patrick Williams
 Your Position and Duties gardening, stocker, clean facility

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 _____

with arrest

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Your Hospitality Staffing Professionals

Dates of Employment: From 6-15-17 To 12-10-17

Reason for Leaving: Store Damage from Flood

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: 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: Wendell Miller

Telephone No. (832) 573-2651

Address 11014 Jutland 77021

Occupation: Manager/Store Relationship: Manager

Number of Years Acquainted: 5

Name: Darnly Williams

Telephone No. (281) 346-1108

Address 12645 Wilcrest

Occupation: Store Manager

Relationship: Manager

Number of Years Acquainted: 3

Name: Arthur Douglas

Telephone No. (281) 347-0821

Address 10800 Rplng 77059

Occupation: Manager

Relationship: Manager

Number of Years Acquainted: 4

Please Read Carefully, Initial Each Paragraph and Sign Below

NC 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.

NC 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.

NC 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.

NC 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.

NC 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 *John Collins* Date 3-6-19

Interview Note Sheet

Applicant Information

Name: Nikia Collins

Interviewer: _____

Date: 3/6/19

Rate of Pay: _____

Position (s) Applied for: Dish / Busser

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

- cleaning, / grooming
- dishwashing
- Filing
- Interested in F&W @ Kipp.

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

Outer East Bay

San Jose

South San Jose

SJ Peninsula

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

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

Convention Candidate?

Other Languages Spoken:

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

First and Last Name: Nikia Collins
Email: Armanizenon@a1/aheo.com
Phone number: 713-474-7499

Working Experience:

Company Name: Baylor College of medicine
Dates of Employment: 3-4-15

Job Responsibility:

- - Clean all areas of facility
- - organize maintenance in area
- - direct and redirect
- - Badge check

Company Name: Walmart
Dates of Employment: 10-16-17

Job Responsibility:

- - Scan and check
- - Clean and wash all area
- - Stock and make neat
- - Cashier count money

Company Name: United Healthcare
Dates of Employment: 2-14-16

Job Responsibility:

- - Groom Dishwasher wash clothing
- - take out trash in facility
- - wash, clean trays
- - Redirect others and direct others in their station

Skills

- - Hygiene & skills
- - Stocking loading
- - Scanning items
- - receiving shipping

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