

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

Name Michelle Brawley Date: 03-20-2019
Home Telephone (214) 772-1372 Other Telephone (214) 452-7837
Present Address 5880 Stretch Drive Dallas TX 75211
Permanent Address, if different from present address: N/A
Email Address michellebrawley123@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$13

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

None

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 ☐

Would you work overtime, if necessary? Yes ☒ No ___ If hired, on what date could you start working? 03-25-2019

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>6-11 AM</u>	<u>6-11 AM</u>					<input checked="" type="checkbox"/>
PM	<u>2-4 PM</u>	<u>2-4 PM</u>					<input checked="" type="checkbox"/>

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? N/A

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 NO. 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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Your Hospitality Staffing Professionals

10, 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.) N/A

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Jackson Senior High	Universal City	Graduated 2004	Yes
Ugale School of Hair, Skin and Nails		Graduated 2015	Yes <i>cosmetology</i>
Do you have any special licenses, certificates or special training? If so, please list under "Special."		YES	<u>NO</u>
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."		YES	<u>NO</u>

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 Yes No No

Name and Address of Employer Walgreens Store 1507 W. Pleasant Run Rd Lancaster TX 75146
 Type of Business Retail Telephone No. (972) 218-6446 Supervisor's Name Kandi
 Your Position and Duties Inventory, unload trucks, assist customers with item search

Dates of Employment: From 05/2018 To 07/2018 Weekly Pay: Starting \$9.50 Ending \$9.50

Reason for Leaving: Temp position

Name and Address of Employer Kohls Fulfillment Center 2019 N. Interstate 35 East Service Rd Dexto TX 75115
 Type of Business Warehouse Telephone No. (409) 567-6500 Supervisor's Name Jimmy
 Your Position and Duties Scan items with RF Scanner, place items in bin, pack and seal on line

Dates of Employment: From 10/2017 To 01/2018 Weekly Pay: Starting \$13.00 Ending \$13.00

Reason for Leaving: Seasonal position

Name and Address of Employer Instaff Personnel 5200 Sterilite Dr. Ennis TX
 Type of Business Warehouse Telephone No. (214) Supervisor's Name Amber

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Your Hospitality Staffing Professionals

Current Position and Duties Production Line

Dates of Employment: From 03/2017 To 04/2017 Weekly Pay: Starting \$ 11.00 Ending \$ 11.00

Reason for Leaving: check shortage multiple of times

Name and Address of Employer Smartstyle Salon 100 Ryan Dr. Red Oak TX 75154

Type of Business Salon Telephone No. (972) 576-1705 Supervisor's Name Keisha

Current Position and Duties Set appointments by phone or walk-in, assist stylist with clean up, work POS system, deposit to bank, open & close store. Managed store

Dates of Employment: From 08/2016 To 08/2016 Weekly Pay: Starting \$ 9.00 Ending \$ 9.00

Reason for Leaving: Went out of Business

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: Yoka Ervin Telephone No. (817) 885-0023

Address: _____

Occupation: Sales Associate Relationship: co-worker Number of Years Acquainted: 1 yr.

Name: Que Telephone No. (469) 6036-3683

Address: _____

Occupation: Hairstylist Relationship: co-worker Number of Years Acquainted: 2 years

Name: _____ Telephone No. () _____

Address: _____

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

Viki Ital Staffing 4514 Cole Ave. #600 Dallas TX 75205
\$ 13.00/hr 12/2014 - 03/2015 Supervisor: Matt 214-651-7000

Set up tables for events, weddings, business gatherings all in candiance, offer appetizers as walking around professionally.

Leaving: Personal

Please Read Carefully, Initial Each Paragraph and Sign Below

MB 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.

MB 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.

MB 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.

MB 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.

MB 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

Michelle Brawley

Date

03 / 20 / 2019

ADDITIONAL INFORMATION

Name: Michelle Brawley

What is your means of transportation?

☒ Car ☐ Public Transit ☐ Occasional Car

Are you interested in carpool?

☐ Rider ☐ Driver ☒ Not Interested

What is your work interest?

☐ Full Time ☒ Part Time ☐ Same Day

Please select the uniforms you own:

<input checked="" type="checkbox"/> Black Vest	<input type="checkbox"/> Business Casual	<input type="checkbox"/> Black Chef Pants
<input type="checkbox"/> Bowtie	<input type="checkbox"/> Business Professional	<input type="checkbox"/> Checkered Chef Pants
<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Knives	<input checked="" type="checkbox"/> Khakis & Polo
<input type="checkbox"/> White Bistro	<input type="checkbox"/> Chef Whites	<input type="checkbox"/> 1/2 Tuxedo (No Jacket)
		<input type="checkbox"/> Tuxedo w/ Jacket

Please select the areas in which you have at least 6 mos. professional experience:

<input type="checkbox"/> Corporate Kitchen	<input checked="" type="checkbox"/> Catering/Banquet	<input type="checkbox"/> Restaurant/Café	<input checked="" type="checkbox"/> Warehouse/Utility
<input type="checkbox"/> DW/Porter/Utility	<input type="checkbox"/> Fine Dining	<input type="checkbox"/> Conventions/Event	<input type="checkbox"/> Stadium/Arena
<input type="checkbox"/> Captain/Manager	<input type="checkbox"/> Office Help		
<input type="checkbox"/> Food Demonstrator	<input checked="" type="checkbox"/> Housekeeping		

Please select the areas where you are willing to work:

☒ Downtown Dallas
☒ North Dallas
☐ Plano
☐ Irving
☐ Fort Worth

Are you fluent in any other languages? (please list) N/A

Are you familiar with any POS systems? (please list: i.e., ALOHA, MICROS, SQUIRREL)

Not sure which POS system

How did you hear about Acrobat Outsourcing? Online posting

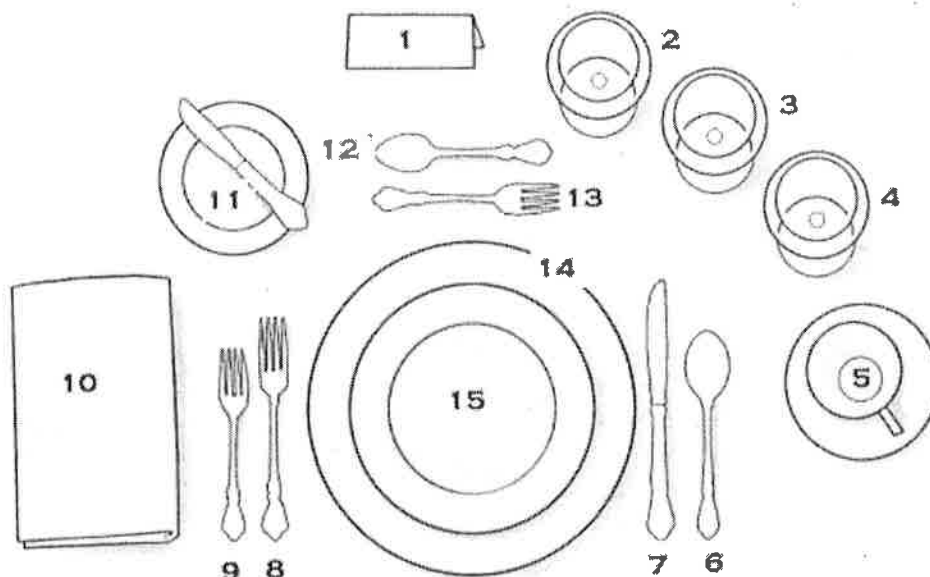
SERVERS TEST

Multiple Choice (1 point each)

- a 1) Food is served on what side with what hand?
 - a) On the left side with the left hand
 - b) On the left side with the right hand
 - c) On the right side with the left hand
 - d) On the right side with the right hand
- d 2) Drinks are served on what side with what hand?
 - a) On the left side with the left hand
 - b) On the left side with the right hand
 - c) On the right side with the left hand
 - d) On the right side with the right hand
- b 3) Food and drinks are removed on what side with what hand?
 - a) On the left side with the left hand
 - b) On the left side with the right hand
 - c) On the right side with the left hand
 - d) On the right side with the right hand
- a 4) What part of a glass should you handle at all times?
 - a) The stem
 - b) The widest part of the glass
 - c) The top
- d 5) When you are setting a dining room how should you set up your tablecloths?
 - a) Neatly and evenly across the tables
 - b) The creases should all be going in the same directions
 - c) The chairs should be centered and gently touching the table cloth
 - d) All of the above
- d 6) If you bring the wrong entrée to a guest what should you do?
 - a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 - b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
 - c) Try to convince the guests to eat what you brought them
 - d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish | C Used to hold a large tray on the dining floor |
| <u>C</u> French Passing | D Area for dirty dishware and glasses |
| <u>B</u> Russian Service | E Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |



Match the Number to the Correct Vocabulary

- | | |
|---------------------------------|---------------------------------------|
| <u>10</u> Napkin | <u>4</u> Dinner Fork |
| <u>11</u> Bread Plate and Knife | <u>5</u> Tea or Coffee Cup and Saucer |
| <u>1</u> Name Place Card | <u>7</u> Dinner Knife |
| <u>4</u> X Teaspoon | <u>3</u> X Wine Glass (Red) |
| <u>13</u> Dessert Fork | <u>9</u> Salad Fork |
| <u>12</u> X Soup Spoon | <u>14</u> Service Plate |
| <u>15</u> Salad Plate | <u>2</u> X Wine Glass (White) |
| <u>4</u> Water Glass | |

Fill in the Blank

1. X The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream Sugar
3. Synchronized service is when: Served at same time
4. What is generally indicated on the name placard other than the name? order
5. The Protein on a plate is typically served at what hour on the clock? 6pm
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Tell Captain