

## 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

1) 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>10am</u>	<u>10am</u>				<u>10am</u>	<u>X</u>
PM	<u>2pm</u>	<u>2pm</u>				<u>2pm</u>	<u>X</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  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

What 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

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

to, 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
Ogallala School of Hair, Skin and nail		Graduated 2005	Yes
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:			

## 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 Walgreens Store 1507 W. Pleasant Run Rd Lancaster TX 75146  
 Type of Business Retail Telephone No. (972) 218-16446 Supervisor's Name Kandi  
 Our 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 Sanjour DFW TX 75115  
 Type of Business Warehouse Telephone No. (469) 567-16500 Supervisor's Name Jimmy

Our Position and Duties Scan items with RF Scanner, place item in bin, box 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 5700 Sterilite Dr. Ennis TX  
 Type of Business Warehouse Telephone No. (214) \_\_\_\_\_ Supervisor's Name Amber

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Your 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) 576-1725 Supervisor's Name Keisha

Your Position and Duties Set appointments by phone or walkin, assist stylist with clean up, work POS system, depoit to bank, open & close store. Managed store

dates of Employment: From 08/2014 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 ✓  
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: Salis Associate Relationship: co-worker Number of Years Acquainted: 1 yr.

Name: Qwe Telephone No. (469) 6036-3083

Address: \_\_\_\_\_

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

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_)

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Uiki Hall 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 accordance, offer appetizers as walkin 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 Muhlis Brawley Date 03/20/2019

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)

- 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
- 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
- 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
- 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
- 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
- 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

D Scullery

E Queen Mary

H Chaffing Dish

C French Passing

B Russian Service

F Corkscrew

C Tray Jack

A Metal buffet device used to keep food warm by heating it over warmed water

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)

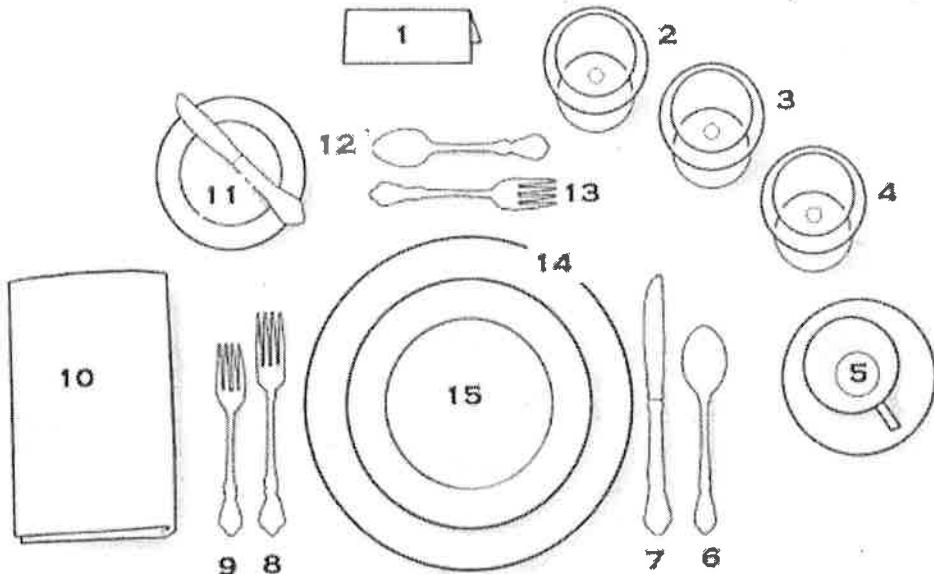
G Used to hold a large tray on the dining floor

D Area for dirty dishware and glasses

I Large metal shelving unit for prepared food to be held or for dirty trays to be stored

E Used to open bottles of wine

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>9</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. 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.