

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 Charles L. Smith Date: 3/25/2019
Home Telephone (713) 569-6948 Other Telephone ()
Present Address 1351 Greens Pkwy #75
Permanent Address, if different from present address:
Email Address SmithCharles85@aol.com

EMPLOYMENT DESIRED

Position applying for: Cook prep Cook Salary desired: 13.00

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

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		open	open	open	open	open	open
PM	open	open	open	open	open	open	open

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

NO

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? Bus 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 a and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Westport High	KANSAS CITY MO		Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO

Special:

I work hard I always on time for work

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment period months or more.

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

Name and Address of Employer

Type of Business Buck wild Telephone No. (281) 509-0415 Supervisor's Name Jesse/chen
Your Position and Duties Cook, Prep Cook

Dates of Employment: From 8/10/17 To 2/11/19

Reason for Leaving:

Name and Address of Employer

Type of Business Hanli hans Telephone No. (816) 524-2572 Supervisor's Name mike/chen
Your Position and Duties cook

Dates of Employment: From 2-10/99 To 11/3/2012

Reason for Leaving:

Name and Address of Employer

Type of Business Aramark Sports Telephone No. (713) 228-3536 Supervisor's Name JASON/EXC
Your Position and Duties Cook prep Cook

Dates of Employment: From 3/9/12 To 7-13/14

Reason for Leaving:

Name and Address of Employer

Type of Business L.G.C. Hospitality Telephone No. (713) 955-07960 Supervisor's Name Erum/Manger
Your Position and Duties cook / prep cook

Dates of Employment: From 7/2/16 To 2/20/2019

Reason for Leaving:

Have you ever been fired from any previous place of employment? If so, please explain:

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: <u>Melissa Lark</u>	Telephone No. <u>(816) 1259-8950</u>
Address <u>1015 Locust K.C. Mo.</u>	
Occupation: <u>Nursing</u>	Relationship: <u>work together</u> Number of Years Acquainted: <u>15 years</u>
Name: <u>Briyara West</u>	Telephone No. <u>(281) 919-9386</u>
Address <u>1351 Greens Pkwy #28</u>	
Occupation: <u>International Airports</u>	Relationship: <u>work together</u> Number of Years Acquainted: <u>10 years</u>
Name: <u>Mary Bullock</u>	Telephone No. <u>(816) 577-6375</u>
Address <u>3031 Bells</u>	
Occupation: <u>County Jail</u>	Relationship: <u>work together</u> Number of Years Acquainted: <u>37 years</u>



Please Read Carefully, Initial Each Paragraph and Sign Below

C.S. 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.

C.S. 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.

C.S. 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.

C.S. 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.

C.S. 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.

C. S. Smith

Date 3/25/2019

CHARLES L SMITH

1351GREENS PKWY APT 75
HOUSTON, TX 77067
(713) 569-6948
smithcharls857@gmail.com

Career Objectives

Dedicated and energetic Cook with a stellar customer service record and an exceptionally good attitude. Adept at multitasking in a high-volume fast-paced and professional working relationships with other staff supervisors and customers.

Summary of Qualifications

- Cook expert
- Food Handler Certification
- Attention to safety
- Effective communication
- Teamworking skills
- Accuracy and speed
- Knowledge of industry best practices

Work History**LGC Hospitality Staffing, Houston, Texas****Cook****Feb 25, 2019 - Mar 04, 2019**

- Performed serving, cleaning, and stocking duties in dining hall.
- Turned or stirred foods to ensure even cooking.
- Arranged foods for salad bar area.
- Maintained safe and cleanliness practices in dining area.
- Inspected food preparation and serving areas to ensure observance of safe, sanitary food handling practices.
- Washed, peeled, cut various foods for serving.
- Weighed or measured ingredients.
- Cleaned work areas, equipment, utensils, dishes, and silverware.
- Worked the food line, and served customers.

Buck Wild Restuarant, Houston, Texas**Cook****Aug 22, 2017 - Mar 22, 2018**

- Stored food in designated containers and storage areas to prevent spoilage
- Performed routine inventory of stock as assigned by Manager
- Efficiently use industrial kitchen equipment
- Swept, and mopped kitchen, hallway and bathroom floors and maintain overall cleanliness.
- Monitored serving lines to ensure students are served in timely manner.
- Helped plan menus, determine the size of food portions, estimating food requirements and costs.
- Measured ingredients required for specific food items being prepared.
- Cleaned, stocked, and restocked workstations and display cases.
- Inspected food preparation and serving areas to ensure observance of safe, sanitary food handling practices.

Minute Maid Park, Houston, Texas**Cook****Nov 15, 2016 - Jun 10, 2017**

- Took directions from head cook.
- Prepared daily food items, such as sandwiches, salads, soups, pizza, or coffee using proper safety precautions and sanitary measures.
- Cleaned and inspected galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.
- Took and recorded temperature of food and food storage areas such as refrigerators and freezers.
- Stored food in designated containers and storage areas to prevent spoilage.
- Cleaned all dishes, glasses, utensils, pots and pans and related food preparation/serving items and equipment.
- Controlled food production to ensure that extra food products were recycled or disposed of properly to manage food waste.

Aramark Sports LLC, Houston, Texas**Cook****Feb 02, 2012 - Mar 16, 2014**

Are you able to perform the essential functions of the job?

Interview Note Sheet

Applicant Information	
Name: <u>Charles Smith</u>	Interviewer: <u>Anthony</u>
Date: <u>3/25/19</u>	Rate of Pay: <u>12.00</u>
Position (s) Applied for: <u>Unit Cook</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	<u>40</u> /40	%	Cashier	/15	%
Dishwasher	<u>10</u> /10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of 30 In Food Service/Hospitality

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	<u>West Houston</u>

Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other: <u>WOW</u>	Will Submit

Availability				
Open	AM only	PM only	Weekdays only	Weekends only

Uniforms Owned:						
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie	Other:
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	Non-Slip Shoes	Bow Tie	

Would you recommend this applicant for Acrobat ☐ Convention Candidate? ☐ Other Languages Spoken: _____