

## 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 Tiffany Dickens Date: MARCH 26, 2019  
 Home Telephone (281) 730-3827 Other Telephone ( )  
 Present Address 12627 Ashford Meadow Rd # Unit E  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address tiffanydickens72@gmail.com

### EMPLOYMENT DESIRED

Position applying for: any Salary desired: \$12.00  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
N/A  
 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 Heather Nicholson 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	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: 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  
Heather Nicholson  
 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 and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Jones HS	Houston Tx	12	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 Proverbial care  
 Type of Business Assisted Living Telephone No. (281) 212-4410 Supervisor's Name Jasmine  
 Your Position and Duties Cooking, cleaning, Laundry, Meds, Supervision, Companion-Ship, Grounds Etc

Dates of Employment: From 3-2016 To 2-2019

Reason for Leaving: Clients were on hospice, hours were slow.

Name and Address of Employer Allied Barton

Type of Business Security Telephone No. (713) 782-5300 Supervisor's Name Mario  
 Your Position and Duties Observing, reporting, watching cameras, Making rounds Etc.

Dates of Employment: From 9-2014 To 1-2016

Reason for Leaving: Miscarriage.

Name and Address of Employer Armark

Type of Business Event Catering Telephone No. (713) 229-0669 Supervisor's Name Kimberly  
 Your Position and Duties Setting tables, bussing, Cleaning, Customer service, Setting up events Etc.



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Your Hospitality Staffing Professionals

Dates of Employment: From 5.2010 To 7.2014

Reason for Leaving: Better opportunities, better pay.

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?  
If so, describe: \_\_\_\_\_

Yes \_\_\_\_\_ No 1

**JOB RELATED REFERENCES**

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: David N. N. N.

Telephone No. (702) 372-5159

Address \_\_\_\_\_

Occupation: Mentor

Relationship: Pastor

Number of Years Acquainted: 8 yrs

Name: Robert Blackshear

Telephone No. (281) 310 7638

Address \_\_\_\_\_

Occupation: Mover/owner

Relationship: friend

Number of Years Acquainted: 12 yrs

Name: Tierra Fontenot

Telephone No. (832) 243-2503

Address \_\_\_\_\_

Occupation: Security Officer

Relationship: CO-worker

Number of Years Acquainted: 4 yrs

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

JD

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.

JD

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.

JD

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.

JD

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.

JD

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**

[Signature]

**Date**

3-26-2019



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

First and Last Name: Tiffany Dickens  
Email: tiffanydickens72@gmail.com  
Phone number: 281-730-3827

## Working Experience:

Company Name: Proverbial Care  
Dates of Employment: 3-16-2-19  
Job Responsibility:

- - COOKING, Cleaning
- - Laundry, errands
- - meds, companionship
- - Grooming.

Company Name: Allied Barton  
Dates of Employment: 9-14-1-16  
Job Responsibility:

- - Observing
- - Reporting, watching cameras
- - MAKING rounds
- - SURVING area

Company Name: ARMARK  
Dates of Employment: 5-10-7-14  
Job Responsibility:

- - Setting tables
- - bussing, cleaning
- - Customer Services
- - Setting up events

## Skills

- - Very reliable
- - fast learner
- - Very attentive
- Great customer service.

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## Interview Note Sheet

Applicant Information	
Name: <u>Tiffany Dickens</u>	Interviewer: <u>Kelsey Jenkins</u>
Date: <u>3/26/19</u>	Rate of Pay: <u>\$12.00</u>
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

- catering - worked for Aramark (carry trays)  
Set up for catering events.
- security - worked there for a while
- worked @ a Living Facility. w/ elders.  
(did catering for them)

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: