

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

## 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 Rosa Isela Herrera Date: April 3, 2019  
Home Telephone 832.756.5445 Other Telephone ( ) \_\_\_\_\_  
Present Address 1002 Prairie #116  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Isenivera713@gmail.com

### EMPLOYMENT DESIRED

Position applying for: cashier / any Salary desired: Open  
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 Jennifer Walker 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? ASAP

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	3					
PM	open	3					

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 and conviction records.

### EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Ross S. Sterling	Baytown TX	12 Diploma	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 mobal gas Station  
 Type of Business gas Telephone No. ( ) Supervisor's Name  
 Your Position and Duties Cashier

Dates of Employment: From Dec. 2016 To June 2017

Reason for Leaving: moved

Name and Address of Employer Holiday Inn Express  
 Type of Business Hotel Telephone No. Supervisor's Name  
 Your Position and Duties Server / Bartender

Dates of Employment: From Aug 2014 To Sept. 2015

Reason for Leaving: Personal

Name and Address of Employer Big Lakes Logistics  
 Type of Business Telephone No. Supervisor's Name Bill Bagg  
 Your Position and Duties Dispatch

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Dates of Employment: From March 2010 To March 2013

Reason for Leaving: \_\_\_\_\_

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: \_\_\_\_\_

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?  
If so, describe: \_\_\_\_\_

Yes \_\_\_\_\_ No X

## JOB RELATED REFERENCES

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

Name: Katy Rweira

Telephone No. (713) 503 2860

Address: Humble TX.

Occupation: Mary Kay

Relationship: Sister

Number of Years Acquainted: 31

Name: Jennifer Walker

Telephone No. 832) 988-4358

Address: Crosby TX

Occupation: Sales

Relationship: friend

Number of Years Acquainted: 1

Name: Clerardo M.

Telephone No. 806) 584 6929

Address: Amarillo TX

Occupation: Mechanic

Relationship: friend

Number of Years Acquainted: 8



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

✓  
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.

✓  
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.

✓  
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.

✓  
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.

✓  
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**

*[Handwritten Signature]*

**Date**

*4/3/19*

## Interview Note Sheet

### Applicant Information

Name: <u>Kisha Herrera</u>	Interviewer: <u>Kelsey J.</u>
Date: <u>4/3/19</u>	Rate of Pay: <u>\$12.00</u>
Position (s) Applied for:	Referred by: <u>Jennifer Walker</u>

### 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

Worked as cashier @ gas stations  
Bartender for Holiday express  
Server as well

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:

## Contact Information

### Email

iservera713@gmail.com

### Address

602 Prairie # 16 Highlands, TX  
77562

### Phone

(409)683-8203

## Skills

- Bilingual (English Spanish)
- Internet knowledge
- Microsoft Office
- I am able to multi task
- Self motivation
- Ability to Work Under Pressure
- Leadership
- Conflict Resolution
- Adaptability
- Creative thinking

# Rosita I. Herrera

### Objective :

Work in a Animal Shelter where I can utilize my current skills, gained at Baytown Animal Shelter as a volunteer. Duties I Performed were proper sanitation according to department standards by cleaning animal cages, walls, windows, and flooring, Show adoptable animals, observe animals and reports, be sure all animals have adequate food and water by replenishing supplies. Keep outside exercise areas free of solid waste. Operate washers and dryers to clean laundry.

### Experience

#### Mobile Gas Station • Gas Station Attendant

5418 FM 2100 Crosby,  
TX 77532.

December-2016 - June-  
2017

Responsible for cashiering, collecting cash payments from customers and making change, charging purchases to customers' credit cards, providing customers with receipts, order, restock, price, shelf incoming goods, provide assistance, customer service, clean collect, and dispose trash.

#### Holiday Inn Express & Suites Houston East - Baytown • Bartender

7515 Garth Road  
Baytown, Texas 77521

August-2014 -  
September-2015

Interact with customers, take orders and serve snacks and drinks, assess customers' needs and preferences and make recommendations, mix ingredients to prepare cocktails, plan and present bar menu, check customers' identification and confirm it meets legal drinking age, restock and replenish bar inventory and supplies.

#### BIG LAKES LOGISTICS INC. • Truck Dispatcher

501 S Main St  
Highlands, TX 77562


March-2010 - March-  
2013

Receive and dispatch orders for products or deliveries, prioritize calls according to urgency and importance, receive emergency and non-emergency calls and record significant information. use radio, phone or computer to send, vehicles or other field units to appropriate locations, monitor the route and status of field units to coordinate and prioritize their schedule, provide field units with information about orders, traffic, obstacles and requirements, enter data in computer system and maintain logs and records of calls, activities and other information, address problems and requests by transmitting information or providing solutions.

#### J & J Pharmacy • Pharmacy Technician

13415 Woodforest  
Boulevard Houston TX  
77015

Responsible for confirming patient information on prescription labels before disbursing medications. Disburse completed and confirmed prescriptions to patients, Enter



December-2010 -  
December-2012

and maintain prescription data using our computer system, contact doctor's offices or hospitals to clarify prescription information, answer patient questions and address customer service issues when they arise, assist the pharmacist with maintaining the ongoing medication inventory and place medication orders when instructed.

**Education**

**Ross S. Sterling High School** • **High School Diploma.**  
Baytown Texas  
2006

**Penn Foster Career School** • **Certified Pharmacy Technician**  
925 Oak Street,  
Scranton, PA 18515  
2010  
My Pharmacy Technician classes covered topics such as medical terminology, managing and updating patient records, assisting the pharmacist with office duties, At the end of the pharmacy tech program, I had the opportunity to gain valuable, real-world experience at a CVS/pharmacy or Walgreens as part of our hands-on training externship.