

# 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 #10  
 Permanent Address, if different from present address:  
 Email Address 1servera713@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Cashier / Any Salary desired: DCN

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	→					
PM	Open	→					

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

Jennifer Walker

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 any and conviction records.

**EDUCATION & SKILLS**

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
ROSS S. Sterling	Baytown	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 mobil gas Station

Type of Business gas Telephone No. (    ) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties Cashier

Dates of Employment: From Dec 2014 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 \_\_\_\_\_

Your Position and Duties Dispatch Supervisor's Name Bill Bagl

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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? Yes        No X  
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: Kathy Rivera Relationship: Friend Number of Years Acquainted: 1  
Address: Humble TX. Telephone No. 713)5032860

Name: Mary Kay Relationship: Sister Number of Years Acquainted: 31  
Address: Jennifer Walker Telephone No. 832) 988-4358

Name: SABES Relationship: friend Number of Years Acquainted: 1  
Address: Gerardo M. Telephone No. 806)584 6929

Name: Amarillo Relationship: friend Number of Years Acquainted: 8  
Address: Mechanic



**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.

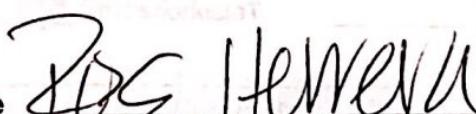
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice 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



Date

4/3/19

## Interview Note Sheet

### Applicant Information

Name: <u>Rosa 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 )
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### 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
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### Availability

Open	AM only	PM only	Weekdays only	Weekends only
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### 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

iserivera713@gmail.com

### Address

602 Prairie # 16 Highlands, TX

77562

### Phone

(409)683-8203

## Skills

- Bilingual (English-Spanish)
- Internet knowledge
- Microsoft Office
- 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

5418 FM 2100 Crosby,  
TX 77532.

December-2016 - June-  
2017

#### Gas Station Attendant

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

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

7515 Garth Road  
Baytown, Texas 77521

August-2014 -  
September-2015

#### Bartender

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.

501 S Main St  
Highlands, TX 77562

March-2010 - March-  
2013

#### Truck Dispatcher

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

13415 Woodforest  
Boulevard Houston TX  
77015

#### Pharmacy Technician

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**  
Baytown Texas  
2006

**Penn Foster Career School**  
925 Oak Street,  
Scranton, PA 18515  
2010

**High School Diploma.**

**Certified Pharmacy Technician**

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.