

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 Jennifer M. Graciano Date: 4-18-19
Home Telephone (214) 438-7538 Other Telephone () _____
Present Address 3930 Glenhaven Blvd Dallas TX 75211
Permanent Address, if different from present address: _____
Email Address Jnicolelvv@gmail.com

EMPLOYMENT DESIRED

Position applying for: Barista Salary desired: \$12

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

Link Staffing

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 ☐ Indeed

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? Today

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>6am</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>
PM	<u>3pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u>							

open
for some
nights
if needed

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 ☐

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Your Hospitality Staffing Professionals

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.) _____

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Christian Academy	Flower Mound TX	H.S.	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."			
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: Food Handler Certificate Microsoft			

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 Union Irving TX

Type of Business Marketing Telephone No. (409) 213-3511 Supervisor's Name Harl

Your Position and Duties Customer Service, recruiter, stocked, labeled, inventory, clean and zone

Dates of Employment: From May 2018 To April 2019 Weekly Pay: Starting \$13 hr Ending \$13 hr

Reason for Leaving: Personal

Name and Address of Employer GNH - Dallas TX

Type of Business Ambassador Telephone No. () Supervisor's Name Lydia

Your Position and Duties market different brands for different companies and promote them.

Dates of Employment: From Sept 2018 To Present Weekly Pay: Starting \$15 hr Ending \$15 hr

Reason for Leaving: I do this only when needed

Name and Address of Employer WdRpack Construction

Type of Business Roofing Telephone No. (214) ? Supervisor's Name Anabel M.

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Your Hospitality Staffing Professionals

Your Position and Duties

I worked inbound call center
Offering rooming to the DFW.

Dates of Employment: From Aug 2016 To Oct 2016

Weekly Pay: Starting \$13hr Ending \$13hr

Reason for Leaving:

Was not a good fit for me

Name and Address of Employer:

Stanboks / Target Dallas TX

Type of Business

Coffee

Telephone No. ()

Supervisor's Name

Alentae

Your Position and Duties

I worked as a cashier as well as
make and serve drinks.

Dates of Employment: From March 2018 To March 2019

Weekly Pay: Starting \$8.50 Ending \$8.75

Reason for Leaving:

Was having a child

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 ☒

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: Saran L.

Telephone No. (214) 488-624-8297

Address: Grand Prairie TX

Occupation: Inside Sales Relationship: Friend Number of Years Acquainted: 10+

Name: Andrea T.

Telephone No. (214) 911-0938

Address: Arlington TX

Occupation: Concierge Relationship: Friend Number of Years Acquainted: 1+

Name: Angelica G.

Telephone No. (214) 431-6600

Address: Dallas

Occupation: Food Relationship: Friend Number of Years Acquainted: 3+

Please Read Carefully, Initial Each Paragraph and Sign Below

JG 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.

JG 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.

JG 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.

JG 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.

JG 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

Jennifer Fraciano

Date

4-18-19