



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 Shane McHenry Date: 5-28-19
Home Telephone () Other Telephone (530) 415-1559
Present Address 214 Haight Street
Permanent Address, if different from present address: _____
Email Address shanehenry39@gmail.com

EMPLOYMENT DESIRED

Position applying for: Waiter/Cook/Service Salary desired: 15-30

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

No

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 Melissa Allison 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?

immediately

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.

<u>SPECIFY HOURS AVAILABLE DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	All		All	All	All	All	All
PM	All	4:30	All	All	All	All	All

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 Mr. Allison Jibri Jackson

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 arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Oklahoma Board of Education, Sapulpa, Oklahoma		12	G.E.D
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: <u>OSHA 10 hr / Writing Fundamentals and Applications // 5 hrs /</u>			

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 Commercial Labor Muskogee OK

Type of Business Steel Fab Telephone No. () Supervisor's Name

Your Position and Duties Crane Operator - Girding - Steel Prep - Welding

Dates of Employment: From 2016 To 2016

Reason for Leaving: Car Accident -

Name and Address of Employer McGill Oklahoma / City of McGill Treatment Plant

Type of Business Water Treatment Telephone No. () Supervisor's Name Junior

Your Position and Duties Maintained Sewage beds, maintenance, laborer, pit balance check

Dates of Employment: From 2014 To 2016

Reason for Leaving: Released

Name and Address of Employer J&G steel Sculpte OK

Type of Business Steel Fab Telephone No. () Supervisor's Name

Your Position and Duties Welder, Fit and Layout, grinding, forklift, cranes

Dates of Employment: From 2013 To 2014

Reason for Leaving: Personal Reasons

Name and Address of Employer Hollowell & Payne Tulsa OK

Type of Business Steel Fab Telephone No. () Supervisor's Name

Your Position and Duties Welder II, Overhead cranes, Fit layout and
work said materials

Dates of Employment: From 2012 To 2013

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? 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: Cricket Telephone No. (417) 300 5774

Address San Francisco

Occupation: BOMFSS Liaison Relationship: Liaison Number of Years Acquainted: 2 months

Name: Paul D. Telephone No. (415) 722-0313

Address San Francisco

Occupation: Welding House Cook Relationship: Friend Number of Years Acquainted: 6 months

Name: Ralph M. Telephone No. (415) 813-0754

Address San Francisco

Occupation: Dishwasher Relationship: Friend Number of Years Acquainted: 6 months

Please Read Carefully, Initial Each Paragraph and Sign Below

M 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.

A 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.

A 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.

A 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.

A 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 Shane McHenry Date 4/28/19

