

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 LeDonna B. Anderson Date: 09/10/2019
Home Telephone (310) 927-7836 Other Telephone () _____
Present Address 2465. Marzalis Ave. #246E. Dallas, TX. 75203
Permanent Address, if different from present address: _____
Email Address whitepeach36@gmail.com

EMPLOYMENT DESIRED

Position applying for: hospitality services Salary desired: TBD

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

NA

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 ☐

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

09/12/2019

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							
PM							

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 _____

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?
Cedar Valley College	Lancaster, TX		Yes college
Early Childhood Education			
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: Food handlers TABC & level 2 non commissioned security officer			

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 Phoenix House 2345 Reagan St. Dallas, TX.

Type of Business addiction treatment Telephone No. (214) 999-1044 Supervisor's Name Justin Denmore

Your Position and Duties I am responsible for all preparations for breakfast, lunch & dinner to cook and serve to patients and staff members. I also clean & stock incoming grocery orders.

Dates of Employment: From 01/2019 To 07/2019

Reason for Leaving: transitioning to part time

Name and Address of Employer Fed Ex Ground 1101 Cleveland St. Hutchins TX.

Type of Business warehouse Telephone No. (817) 463-3339 Supervisor's Name James Jackson

Your Position and Duties I was responsible for all scanning and pre load sorting of packages and I was responsible for loading packages to be shipped/delivered to customers.

Dates of Employment: From 04/201 To 12/2018

Reason for Leaving: seasonal assignment ended

Name and Address of Employer Landmark Security Services 2115 Hwy 342 Red Oak TX.

Type of Business security Telephone No. (469) 218-8170 Supervisor's Name Dominique Stewart

Your Position and Duties I was responsible for patrolling and all access controlled building and CCTV monitoring. I were to report any/all suspicious behavior. I were to check and verify all access badges into the building.

Dates of Employment: From 12/2016 To 08/2018

Reason for Leaving: released after divorce

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 ☒

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: Unique Elmore Telephone No. (214) 676-6665
Address: Healy St. Dallas Tx
Occupation: Driver Relationship: mentor Number of Years Acquainted: 20


Name: Jerry Jackson Telephone No. (214) 527-8982
Address: Finkley Rd. Cedar Hill Tx
Occupation: Sales Relationship: coworker Number of Years Acquainted: 7


Name: Drake Pinner Telephone No. (214) 755-1409
Address: Arlington Tx
Occupation: Driver/Lawn Service Relationship: coworker Number of Years Acquainted: 12


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.

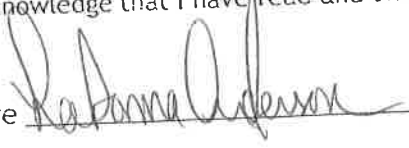
 I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice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

07/10/2019

ADDITIONAL INFORMATION

Name: LaDonna Anderson

What is your means of transportation?

☒ Car ☐ Public Transit ☐ Occasional Car

Are you interested in carpool?

☒ Rider ☐ Driver ☐ Not Interested

What is your work interest?

☒ Full Time ☒ Part Time ☒ Same Day

Please select the uniforms you own:

<input checked="" type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Business Casual	<input checked="" type="checkbox"/> Black Chef Pants
<input checked="" type="checkbox"/> Bowtie	<input checked="" type="checkbox"/> Business Professional	<input type="checkbox"/> Checkered Chef Pants
<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Knives	<input checked="" type="checkbox"/> Khakis & Polo
<input type="checkbox"/> White Bistro	<input type="checkbox"/> Chef Whites	<input type="checkbox"/> 1/2 Tuxedo (No Jacket)
		<input type="checkbox"/> Tuxedo w/ Jacket

Please select the areas in which you have at least 6 mos. professional experience:

<input checked="" type="checkbox"/> Corporate Kitchen	<input checked="" type="checkbox"/> Catering/Banquet	<input checked="" type="checkbox"/> Restaurant/Café	<input checked="" type="checkbox"/> Warehouse/Utility
<input type="checkbox"/> DW/Porter/Utility	<input checked="" type="checkbox"/> Fine Dining	<input checked="" type="checkbox"/> Conventions/Event	<input checked="" type="checkbox"/> Stadium/Arena
<input type="checkbox"/> Captain/Manager	<input checked="" type="checkbox"/> Office Help		
<input checked="" type="checkbox"/> Food Demonstrator	<input checked="" type="checkbox"/> Housekeeping		

Please select the areas where you are willing to work:

☒ Downtown Dallas
☒ North Dallas
☒ Plano
☒ Irving
☐ Fort Worth

Are you fluent in any other languages? (please list) english

Are you familiar with any POS systems? (please list: i.e., ALOHA, MICROS, SQUIRREL) yes

How did you hear about Acrobat Outsourcing? online / indeed zip recruiter