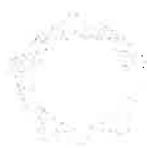


FTW



## ACROBAT OUTSOURCING TSC GROUP

Name: Natalie Miller

Taborca ID: 53450

Date of Hire: 9/19/19

Date of Re-Act:   /  /  

<input type="checkbox"/> E-verify	<input type="checkbox"/> New Hire List (All fields)
<input type="checkbox"/> Hire Right EE	<input type="checkbox"/> Check Taborca Profile (All fields)
<input type="checkbox"/> Hire Right Internal (upload any list A docs)	<input type="checkbox"/> Upload Resume and Skills Tests (one doc)
<input type="checkbox"/> Notice to Employee Completed	<input type="checkbox"/> Upload Food Handler's Card
<input type="checkbox"/> Added to Orientation Time Sheet	<input type="checkbox"/> Presented
<input type="checkbox"/> Background Check	<input type="checkbox"/> Emailed

---

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re-Act onboarding
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List if it's been over a year since last shift
- Delete employee from the INA/TER spreadsheet if they are on it

## 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 Natalie N Miller Date: 9/19/2019  
 Home Telephone (817) 841-5995 Other Telephone ( )  
 Present Address 4760 Norma St Apt 103  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Nellysrock@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Food Service Worker Salary desired: OPEN  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
VSSI, Express Employment, Staffmark,  
 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 indeed 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?  
 \_\_\_\_\_

*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>11:30 AM</u>						
PM	<u>6:00 PM</u>						

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 arrest and conviction records.

**EDUCATION & SKILLS**

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Oahoma College	Clarksdale MS	G.E.D	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:	Housekeeping, Steward, Server, Busser, Cashier		

### 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 X If so, may we contact your current employer? Yes    No   

Name and Address of Employer Sms InfoComm / VSS

Type of Business Hp Telephone No. (    ) Supervisor's Name Stephanie Garrido

Your Position and Duties at TSM, agent.. call cx about repairs, orders and concerns. send email to customers and HR reps about issues with orders and cx concerns

Dates of Employment: From 08/14 To 06/19

Reason for Leaving: Temporary

Name and Address of Employer Rockaway Inn

Type of Business Hotel Telephone No. (    ) Supervisor's Name Kelly Furgeson

Your Position and Duties House keeper, clean rooms and Breakfast Host For guest

Dates of Employment: From 01/2018 To 06/2018

Reason for Leaving: Moved to Texas

Name and Address of Employer Gold Strike Casino

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

Your Position and Duties House keeper, clean rooms

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: Lost of transporation, was car pooling

Name and Address of Employer and Heidi car quit Hotel Capri Isle Of Capri Casino

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

Hostess / cashier

Your Position and Duties work Cash register, Seat and  
greet guest

Dates of Employment: From 01/15 To 05/15

Reason for Leaving: lack of hours, w/short enough to pay bills

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 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: Ashley Smith Telephone No. 814 941-6433

Address: Shelby Ms Relationship: Friend Number of Years Acquainted: 25

Name: lashondra collins Telephone No. 662 402-5783

Address: Shelby Ms Relationship: Friend Number of Years Acquainted: 9

Name: Ashley Pruditt Telephone No. 211 251-5171

Address: Desoto Tx Relationship: Friend Number of Years Acquainted: 2

Please Read Carefully, Initial Each Paragraph and Sign Below

NM

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.

NM

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.

NM

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.

NM

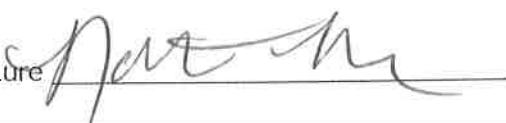
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

NM

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

9/19/17

ADDITIONAL INFORMATION

Name: \_\_\_\_\_

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 type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Business Casual	<input type="checkbox"/> Black Chef Pants
<input type="checkbox"/> Bowtie	<input type="checkbox"/> Business Professional	<input type="checkbox"/> Checkered Chef Pants
<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Knives	<input 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 type="checkbox"/> Corporate Kitchen	<input type="checkbox"/> Catering/Banquet	<input checked="" type="checkbox"/> Restaurant/Café	<input checked="" type="checkbox"/> Warehouse/Utility
<input type="checkbox"/> DW/Porter/Utility	<input type="checkbox"/> Fine Dining	<input type="checkbox"/> Conventions/Event	<input checked="" type="checkbox"/> Stadium/Arena
<input type="checkbox"/> Captain/Manager	<input checked="" type="checkbox"/> Office Help		
	<input 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)

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

How did you hear about Acrobat Outsourcing?

*Indeed / Craigslist*

# Natalie Miller

Dallas-Fort Worth, TX

Nellysrock@yahoo.com

8178415998

Authorized to work in the US for any employer

## Work Experience

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### **Tsm customer service rep**

SMS INFOCOMM - Grapevine, TX

August 2018 to Present

Call customers about repairs to computers. Call customers for information. Call customers and send emails to verify order information.

### **Housekeeper**

Rodeway Inn & Suites - Cleveland, MS

January 2018 to June 2018

Clean rooms, laundry

### **Packer**

Williams-Sonoma, Inc. - Olive Branch, MS

October 2017 to December 2017

Pack orders for shipment

### **Housekeeper**

GOLD STRIKE CASINO

June 2016 to November 2017

Cleaning rooms for guest

### **Cell Phone Technician/QA**

GENCO

June 2016 to November 2016

Repair refurbished iPhones and test cell phones before shipment to ensure that all parts function properly.

### **Packer**

AMAZON DISTRIBUTION CTR

March 2016 to May 2016

### **Packer/Shipper**

Walmart Dc 7015

October 2015 to January 2016

### **Picker/Packer**

Game stop distribution - Grapevine, TX

August 2015 to October 2015

Pick orders and stock for packers

### **Cashier**

Taco Cabana

June 2015 to October 2015

### **Cashier Host/Hostess**

Isle of Capri Casinos

January 2015 to May 2015

### **Material Handler**

Baxter Healthcare

June 2014 to November 2014

### **Steward**

GOLD STRIKE CASINO

July 2013 to May 2014

### **Stocker/Receiver**

Helen of Troy

October 2012 to April 2013

## Education

---

### **G.E.D**

Coahoma Community College

## Skills

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Janitorial (Less than 1 year), Houskeeping (1 year), Packing (1 year), Picking (1 year), Cellphone repair (Less than 1 year), Customer Service (2 years), Housekeeping, Cleaning, Time Management, Filing, Excel, Word, Cash Register, Microsoft Office, Call Center, CSR, Customer Care, Customer Support

## Certifications/Licenses

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### **Career Readiness Certification**

Present

Information		Interviewer: G. T. Sosa																											
Name: Natalie Miller 9/19/2019 Applied for: FSW - Schools.		Rate of Pay: _____																											
		Referred by: <del>John</del> Craigslist																											
<table border="1"> <tr> <td></td> <td>/35</td> <td>%</td> <td>Bartender</td> <td>/30</td> <td>%</td> <td rowspan="4">Experience: _____</td> </tr> <tr> <td></td> <td>/15</td> <td>%</td> <td>Barista</td> <td>/10</td> <td>%</td> </tr> <tr> <td></td> <td>/40</td> <td>%</td> <td>Cashier</td> <td>/10</td> <td>%</td> </tr> <tr> <td></td> <td>/10</td> <td>%</td> <td>Housekeeping</td> <td>/16</td> <td>%</td> </tr> </table>						/35	%	Bartender	/30	%	Experience: _____		/15	%	Barista	/10	%		/40	%	Cashier	/10	%		/10	%	Housekeeping	/16	%
	/35	%	Bartender	/30	%	Experience: _____																							
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	/40	%	Cashier	/10	%																								
	/10	%	Housekeeping	/16	%																								
					Full-Time																								
					Part-Time																								
Experience: _____																													
Total of _____ in Food Service																													
Fort Worth																													
Experience: Y / N details: _____																													
Available to Work		Car	Public Transit	Carpool ( Rider / Driver )																									
Dallas		Plano	Irving	Fort Worth																									
Hobbies (if any)																													
iPS		Serv-Safe	LEAD	Other	Will Submit																								
Shifts																													
open		AM only	PM only	Weekdays only	Weekends only																								
Uniforms																													
Bistro		Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie																							
Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie	Other: _____																							
I recommend this applicant for Acrobat			Convention Candidate?		Other Languages Spoken:																								