

FTW



ACROBAT OUTSOURCING TSC GROUP

Name: Natalie Miller

Taborca ID: 53050

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 it's been over a year since last shift
- ☐ Delete employee from the INA/TER spreadsheet if they are on it

[illegible]

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? |
|--|-----------------|--------------------------------------|-------------------------------------|
| Columbia College | Clarksville, MO | G.E.D | Yes |
| Do you have any special licenses, certificates or special training? If so please list under "Special". | | YES | <input checked="" type="radio"/> NO |
| Are you computer literate? If so, list software knowledge under "Special." | | <input checked="" type="radio"/> YES | NO |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special." | | <input checked="" type="radio"/> 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." | | <input checked="" type="radio"/> 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 / VSSI

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

Your Position and Duties @ 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 08/19 To 06/19

Reason for Leaving: Temporary

Name and Address of Employer Roxbury Inn

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

Your Position and Duties Housekeeper, 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 Housekeeper, clean rooms

Dates of Employment: From To

Reason for Leaving: Lost of transportation, was carpooling and then car quit

Name and Address of Employer Capri Casino Isle

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

Hostess / cashier

Your Position and Duties

Dates of Employment: From

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?

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 _____

Address

Occupation:

Relationships:

Condenser

Number of Years Acquainted: 2

Name:

Address

Occupation:

Relationship:

Friedrich

Number of Years Acquainted: 7

Name:

Address

Occupation:

Relationship:

Friend
Col. W. H. H.

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 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

Tsm customer service rep

SM5 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 a 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

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

Career Readiness Certification

Present

| | |
|--|--|
| Information | |
| Applicant: <u>Natalie Miller</u> <u>9/19/2019</u> | Interviewer: <u>G.T. Sosa</u> |
| Applied for: <u>FSW - Schools</u> | Rate of Pay: _____ |
| | Referred by: <u>For Craigs ls</u> |

| | | | | | |
|----|-----|---|--------------|-----|---|
| | /35 | % | Bartender | /30 | % |
| | /15 | % | Barista | /10 | % |
| | /40 | % | Cashier | /10 | % |
| er | /10 | % | Housekeeping | /16 | % |

| |
|------------|
| Employment |
| Full-Time |
| Part-Time |

Experience & Summary of Strengths

Fort Worth
-

Total of _____ in Food Service

Experience: Y / N details: _____

| | | | |
|-------------------|--------|----------------|----------------------------|
| Transportation | Car | Public Transit | Carpool (Rider / Driver) |
| Available to work | Dallas | Plano | Irving |
| | | | Fort Worth |

| | | | | |
|-----------------|-----------|------|-------------|-------------|
| Skills (if any) | Serv-Safe | LEAD | Other _____ | Will Submit |
| IPS | | | | |

| | | | | |
|--------------|---------|---------|---------------|---------------|
| Availability | AM only | PM only | Weekdays only | Weekends only |
| pen | | | | |

| | | | | | | |
|--------|--------|--------------|--------|-------------|----------------|----------------|
| Attire | 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: |
|--|-----------------------|-------------------------|