



ACROBAT OUTSOURCING
TSC GROUP

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 Arleya Mitchell Date: 10-3-2019
Home Telephone (936) 340-8504 Other Telephone (512) 822 5717
Present Address 2347 Douglas St Apt. 1201 Austin, TX, 78741
Permanent Address, if different from present address: _____
Email Address mitchellarleya@gmail.com

EMPLOYMENT DESIRED

Position applying for: all Salary desired: 13.00

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 Chris Flemming 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?

asap

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	X	X	X	X	X	X	X
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

Nov. 27 - Dec 15

Feb 6 - Feb 9
Mar. 13 - Mar 21

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 Chris Flemming (friend)

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?
North forest	Houston TX	12	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	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."		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: <u>TABC, food handles, IT, Microsoft, Excel, powerpoint</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 Violet Crow Cinema 434 W 2nd St

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

Your Position and Duties Dishwasher

Dates of Employment: From 03-19 To current

Reason for Leaving: N/A

Name and Address of Employer Universtiy of Austin TX

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

Your Position and Duties Clean bulidings

Dates of Employment: From 06-19 To 09-19

Reason for Leaving: Couldnt make probatio period

Name and Address of Employer 24 Diner

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

Your Position and Duties Prep cook / Dishwasher

Dates of Employment: From 03-2016 to 1-2019

Reason for Leaving: Quit

Name and Address of Employer Aramark (Universtiy of texas)

Type of Business food Telephone No. () Supervisor's Name Quoc Trinh

Your Position and Duties: Utilities washdishes take out trash
help Prep food

Dates of Employment: From 10-2014 to 12-2016

Reason for Leaving: better job

Have you ever been fired from any previous place of employment? If so, please explain: yes
University of Texas (couldn't finish probation period)

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: Mike Church Telephone No. (512) 963-7463
Address: N/A
Occupation: Chef Relationship: ex co worker Number of Years Acquainted: 3

Name: Chris Flemming Telephone No. (512) 203-7779
Address: N/A
Occupation: N/A Relationship: friend Number of Years Acquainted: 6

Name: Julie Collins Telephone No. (512) 822-5717
Address: N/A
Occupation: N/A Relationship: Teachers Number of Years Acquainted: 13

Please Read Carefully, Initial Each Paragraph and Sign Below

Am

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.

Am

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.

Am

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.

Am

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.

Am

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

Auleyna Mitchell

Date

10-3-19

Multiple Choice Test (1 point each)

- D 1) Food handlers must always wash their hands
a) Before starting work
b) Switching between handling raw and ready-to-eat food
c) After going to the restrooms
☒ d) All of the above
- C 2) The recommended temperature for your refrigerator is...
a) 45°F
b) 50°F
☒ c) 40°F
d) 20°F
- C 3) Which of these conditions requires immediate corrective action?
a) Packaged food items are stored at least 6 inches above the floor
b) Ice is being used to cool beef stew in a shallow pan
☒ c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
d) Raw fish is stored above raw chicken in the walk-in freezer
- C 4) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
a) 0°F and 100°F
b) 32°F and 220°F
☒ c) 41°F and 135°F
d) 39°F and 178°F
- d 5) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
a) Clean the cutting board with a wet wiping cloth
b) Turn the board over and use the other side
c) Rinse the board with running water
☒ d) Wash, rinse, and sanitize the board prior to slicing the onions
- d 6) Which of the following is NOT an approved method to thaw potentially hazardous foods?
a) In a microwave oven
b) During the cooking process
c) Under cool running water
☒ d) On a clean counter, at room temperature
- a 7) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
☒ a) Wiping spills only
b) Washing hands if the hand sinks are too far away
c) Sanitizing the blade of utensils such as knives
d) Maintaining moisture on the wiping cloth
- e 8) Food-handling gloves must be changed frequently and also:
a) After handling garbage
b) After every break
c) After picking things up off the floor
d) Between handling raw and cooked foods
☒ e) All of the above
- d 9) A gallon is equal to _____ ounces
a) 56
b) 145
c) 32
☒ d) 128