

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 Tamara Coleman Date: 10-16-2019
Home Telephone (512) 799-0719 Other Telephone ()
Present Address 11816 Cutback Dr. Manor TX 78653
Permanent Address, if different from present address: _____
Email Address TamaraColeman1981@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping or Food Service Salary desired: 12.00

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 _____ 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?

IF I were to know in advance

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 | 7-3 | 7-3 | 7-3 | 7-3 | 7-3 | 7-3 | |
| PM | | | | | | | |

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: NO

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The Service Companies

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? |
|--|--------------|---------------------------|-------------------|
| Adult Basic Education | Austin, TX | GED | 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: Food Handler Permit | | | |

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The Service Companies

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 Parson House 1130 Camino La Coste

Type of Business Assisting Living Telephone No. (512) 434-9432 Supervisor's Name Gabby Glasper
Your Position and Duties Prepared food bussed tables set
tables and served drinks and entrees

Dates of Employment: From 1/2018 To 3/2019

Reason for Leaving: Shift Conflict

Name and Address of Employer HT Group 7718 Wood Hollow

Type of Business Temp Agency Telephone No. (512) 533-9700 Supervisor's Name Hannah Hunter
Your Position and Duties Quality Control Inspector : Inspected
parts fixed and repaired if needed.

Dates of Employment: From 02/2018 To 7/2018

Reason for Leaving: Company that I was contracted through moved

Name and Address of Employer Randstad USA 9100 E 290

Type of Business Temp Agency Telephone No. (512) 272-1028 Supervisor's Name Jamie Gomez
Your Position and Duties Material Handle various things
through out warehouse

Dates of Employment: From 12/2016 To 6/2017

Reason for Leaving: Work shortage

Name and Address of Employer _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

JC

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.

JC

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.

JC

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.

JC

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.

JC

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

Tamara Coleman

Date

10-16-2019

Interview Note Sheet

EVS

| | |
|-----------------------------|--------------|
| Name: <u>Tamara Coleman</u> | Interviewer: |
| Date: | Rate of Pay: |
| Position (s) Applied for: | |

| Total of 100% | | | | | |
|---------------|-----|---|--------------|-----|---|
| Server | /35 | % | Bartender | /30 | % |
| Prep Cook | /15 | % | Barista | /10 | % |
| Grill Cook | /40 | % | Cashier | /10 | % |
| Dishwasher | /10 | % | Housekeeping | /16 | % |

Full-Time
 Part-Time

| Total of _____ Experience in Food Service/Hospitality | | | |
|---|--|--|--------|
| What are the main responsibilities of an EVC cleaner or hospital housekeeper? | Are you familiar with personal protective equipment, what type of personal protective equipment in the past? | Can you give me some examples of health and safety procedures you have used? | Notes: |
| | | | |

P.O.S. Experience: Y / N details: _____

| | | | |
|---|--|---|--|
| <p><u>Yes</u></p> <p><u>ATX</u></p> | <p><u>Acrobat Academy</u></p> <p><u>Lead Academy</u></p> | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Bistro White</p> <p>Black Bistro</p> <p>Tuxedo</p> <p>1/2 Tuxedo</p> <p>Black Vest</p> <p>Long Black Tie</p> <p>Other:</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Chef Coat</p> <p>Chef Pants</p> <p>Knives</p> <p>Black Pants</p> <p>Non-Slip Shoes</p> <p>Bow Tie</p> </td> </tr> </table> | | <p>Bistro White</p> <p>Black Bistro</p> <p>Tuxedo</p> <p>1/2 Tuxedo</p> <p>Black Vest</p> <p>Long Black Tie</p> <p>Other:</p> | <p>Chef Coat</p> <p>Chef Pants</p> <p>Knives</p> <p>Black Pants</p> <p>Non-Slip Shoes</p> <p>Bow Tie</p> |
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Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: _____
Email: _____
Phone number: _____

Working Experience:

Company Name: _____
Dates of Employment: _____
Job Responsibility:
• _____
• _____
• _____
• _____

Company Name: _____
Dates of Employment: _____
Job Responsibility:
• _____
• _____
• _____
• _____

Company Name: _____
Dates of Employment: _____
Job Responsibility:
• _____
• _____
• _____
• _____

Skills

• _____
• _____
• _____
• _____

2) After washing your hands, which item should be used to dry them?

- Clean apron
- Sanitized wiping cloth
- Single use paper towel
- Common used cloth

3) While washing dishes by hand, which item should you wear?

- Cutting glove
- Oven mitt
- Rubber glove
- Nothing

4) If you need to move a heavy load, you should pull and not push the object.

- True
- False

5) Which of the following could you be at risk for getting burned from?

- Steam from boiling pots
- Hot liquids (coffee, soup, tea)
- Hot equipment (ovens, pots, charcoal dishes)
- Hot chemicals
- All of the above

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- False
- True

7) What should you do if you spill liquid or see a liquid spill?

- Leave it for someone else to clean-up
- Wait until the end of your shift to clean it
- Flag the spill and clean it immediately
- Not sure

8) When handling hot items you should:

- Wear rubber gloves
- No need to wear anything
- Use an oven mitt or cloth towel
- Nothing

9) If you are using a three-compartment sink for dishwashing and sanitizing, the second sink is used for?

- Rinsing
- Scraping
- Washing
- Sanitizing

10) What is the proper method for cleaning and sanitizing a stainless steel implement?

- Spray with a strong cleaning solution and wipe with a sanitized cloth
- Spray with a sanitizing solution, then rinse with a sanitized cloth
- Wash and rinse, then wipe with a chemical-sanitizing solution
- Brush off loose soil with a clean cloth, then wipe with a sanitizing solution