

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 Linda K. Jeppson Date: Oct. 16, 2019
Home Telephone 214, 395-3469 Other Telephone 972, 382-1081
Present Address 4636 Ross Ave DALLAS, TX 75204
Permanent Address, if different from present address: SAME
Email Address linda.jppsn3@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier / Open Salary desired: \$11.00
Are you currently registered with any staffing and/or employment agencies? If so, please list
Yes Parking Skills of America
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 24 Hour 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?
4/10

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 | 7Am | 7Am | 7Am | 7Am | 7Am | 7Am | 7Am |
| PM | 5pm | 11pm | 11pm | 11pm | 11pm | 11pm | 11pm |
| Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>4/10</u> | | | | | | | |

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 Mike Brandol

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No___ Train Bus

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? |
|--|--------------------|---------------------------|-------------------|
| <u>Northwest H.S.</u> | <u>Austin, Tex</u> | <u>12</u> | <u>Yes</u> |
| Do you have any special licenses, certificates or special training? If so please list under "Special". | | <u>YES</u> | NO |
| Are you computer literate? If so, list software knowledge under "Special." | | <u>YES</u> | NO |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special." | | <u>YES</u> | 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." | | <u>YES</u> | NO |
| Special: <u>Certified Peer Specialist, CPR</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 The Salvation Army 1855 E. Lancaster
Worth, TX

Type of Business Non-profit Shelter Telephone No. 817, 870-6765 Supervisor's Name MS. Taylor

Your Position and Duties CASE AIDE - monitor clients, audit medication,
update medical records.

Dates of Employment: From 8/2007 To 7/2009

Reason for Leaving: Relocation / no Drivers Lic

Name and Address of Employer MHMPCTC 3840 Hulen St. Ft. Worth, TX 76107

Type of Business mental health / non profit Telephone No. 817, 946-4179 Supervisor's Name MS. Harris

Your Position and Duties Per Support / Substance Abuse Tech.
monitor clients, transport clients, update medical records.

Dates of Employment: From 8/2004 To 8/2007

Reason for Leaving: left to work at Salvation Army

Name and Address of Employer The Home Depot

Type of Business Retail Telephone No. 817, 515-3000 Supervisor's Name MR. Rangel

Your Position and Duties Lawn & Garden CASHIER, RETURNS CASHIER,

Dates of Employment: From 3/2005 To 4/2008

Reason for Leaving: went to work from home w/ husband

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: yes, mHm etc
I had a disagreement with management.

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

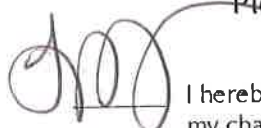
List below three persons not related to you who have knowledge of your work performance within the last three years.

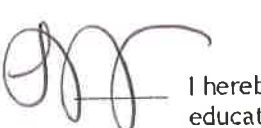
Name: Tina Cooper Telephone No. 817) 333-9890
Address: H. Worth
Occupation: Supervisor Relationship: Friend Number of Years Acquainted: 7

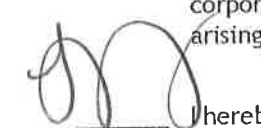
Name: Josh Verzio Telephone No. 915) 490-3287
Address: El Paso
Occupation: Welder Relationship: Friend Number of Years Acquainted: 2 1/2

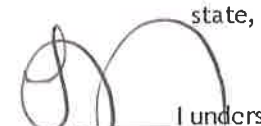
Name: Ms. Gail Telephone No. 409) 512-7059
Address: H. Worth
Occupation: Counselor Relationship: Friend Number of Years Acquainted: 3

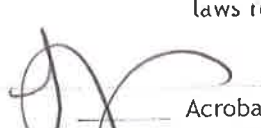
Please Read Carefully, Initial Each Paragraph and Sign Below

 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.

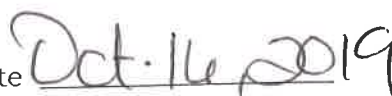
 Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that 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



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:

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

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

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

N/A

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

How did you hear about Acrobat Outsourcing?

24 Hour