

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 Charlotte Hilburn Date: 10-29-19
Home Telephone (____) _____ Other Telephone (773) 742-5543
Present Address 821 Woodridge Drive
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: Banquet Server Salary desired: 15.00

Are you currently registered with any staffing and/or employment agencies? If so, please list

Hilton Anatole

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?

NOV. 10 2019

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	5:00	5:00	5:00	5:00	5:00	5:00	5:00
PM							

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

NOV. 24 - 31

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?
PTC Academy	Chgo IL	1991	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." MICRO, HSI, GALAXY		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." Food Handlers and TABC		YES	NO
Special:			

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 Hilton Anatole, 2201 N. Stemmons Fwy

Type of Business Hotel Telephone No. (214) 748-1200 Supervisor's Name Michael Wood
Your Position and Duties Banquet Server, Setup and break
down special events

Dates of Employment: From 2 To 2018

Reason for Leaving: present

Name and Address of Employer Sodexo 1900 W. Pleasant Run RD.

Type of Business School Telephone No. (469) 862-4237 Supervisor's Name Patricia Baron
Your Position and Duties Cafeteria worker grades preK-8
Served Breakfast and Lunch

Dates of Employment: From 8-18 To 4-19

Reason for Leaving: Another Job

Name and Address of Employer Red Lobster 6003 S. Cockrell Hill RD

Type of Business Restaurant Telephone No. (972) 780-8835 Supervisor's Name Timothy Jobson
Your Position and Duties Bartender and Server, Served specialty
drinks and foods plus to-go orders.

Dates of Employment: From 7-17 To 3-18

Reason for Leaving: Another Job

Name and Address of Employer Sheraton Dallas 400 N. olive st.

Type of Business Hotel Telephone No. (214) 922-8008 Supervisor's Name Arlyn Austin

Your Position and Duties Server, Serve guest of Hotel

Dates of Employment: From 6-14 To 3-17

Reason for Leaving: Another job

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

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: Dajuan Poe Telephone No. (273) 860-7182

Address 3418 W. Chgo

Occupation: manager Relationship: friend Number of Years Acquainted: 31

Name: Mildred Hilburn Telephone No. (214) 375-1165

Address 1566 Drury Pl

Occupation: Retired Relationship: Mom-in-Law Number of Years Acquainted: 20 yrs

Name: Dezerie Sencion Telephone No. (251) 747-2429

Address 300 Sims Ave

Occupation: Sales Relationship: Friend Number of Years Acquainted: 10 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

C.H.

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 the rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

C.H.

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.

C.H.

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.

C.H.

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.

C.H.

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

Charlotte Wilburn

Date

10.29.19

ADDITIONAL INFORMATION

Name: Charlotte Hilburn

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 checked="" 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 checked="" type="checkbox"/> Conventions/Event	<input type="checkbox"/> Stadium/Arena
<input checked="" type="checkbox"/> Captain/Manager	<input checked="" type="checkbox"/> Office Help		
	<input checked="" type="checkbox"/> Food Demonstrator	<input 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) English

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

micros and Squirrel

How did you hear about Acrobat Outsourcing?

Indeed

Interview Note Sheet

Server

Applicant Information					
Name: <u>Charlotte Hilburn.</u>			Interviewer: <u>G.I. Josh</u>		
Date: <u>10/29/2019.</u>			Rate of Pay:		
Position (s) Applied for: <u>Server</u>			Referred by: <u>Inbee.</u>		

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
How many customers or tables are you used to serving at one time? How would you re-act if an extra table was added to your section?	How many items can you carry on a tray? Please describe how to pick up a large oval tray.	How is a banquet server different from a regular restaurant server?	Notes: <u>Desoto:</u>

P.O.S. Experience: <u>Y</u> / <u>N</u> <u>details:</u>	
--------------------------------------------------------	--

<u>Transportation</u> <u>Car</u>	Regions Available to work:
-----------------------------------------	----------------------------

Certifications (if any)	Availability
-------------------------	--------------

<u>TABC/ FMC.</u>	
-------------------	--

Uniforms Owned:		Recommendations:	Other Languages Spoken:
<input checked="" type="checkbox"/> Bistro White	Chef Coat		
<input type="checkbox"/> Black Bistro	Chef Pants		
<input type="checkbox"/> Tuxedo	Knives		
<input type="checkbox"/> 1/2 Tuxedo	Black Pants		
<input checked="" type="checkbox"/> Black Vest	Non-Slip Shoes		
<input type="checkbox"/> Long Black Tie	Bow Tie		
<input type="checkbox"/> Other:		<u>Acrobat Academy</u>	
		<u>Lead Academy</u>	