

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	<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
Food handlers and TABC			
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 Freeway

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 Johnson

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) 922-8000 Supervisor's Name Aralyn Austin

Your Position and Duties Servier, 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. (773) 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 Serchan Telephone No. (251) -747-2429
Address 300 Sims Ave
Occupation: Sales Relationship: Friend Number of Years Acquainted: 10 yrs

C. H.

C.H.

$$C_2H$$

C.H.

C.H.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature Charlotte Wilburn Date 10-29-19

Date 10.29-17

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. Sosa</u>
Date: <u>10/29/2019.</u>	Rate of Pay:
Position (s) Applied for: <u>Server</u>	Referred by: <u>Inbeeb.</u>

Test Scores						Seeking:
Server	/35	%	Bartender	/30	%	Full-Time
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	Part-Time
Dishwasher	/10	%	Housekeeping	/16	%	

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: Y / N <u>details:</u>		Regions Available to work:	
<u>Car</u> <u>Transportation</u>			
Certifications (if any)		Availability	
<u>TABC / FMC.</u>			
Uniforms Owned:		Recommendations:	Other Languages Spoken:
<input checked="" type="checkbox"/> Bistro White <input checked="" type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input checked="" type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie Other:	<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie	<u>Acrobat Academy</u> <u>Lead Academy</u>	