



THE SERVICE
COMPANIES

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 DONALD ELBERT COLEMAN Date: 1-21-20
Home Telephone (214) 400-4428 Other Telephone () _____
Present Address 1706 FRANCES DR.
Permanent Address, if different from present address: _____
Email Address DONALD.COLEMAN 021958@G.MAIL.COM

EMPLOYMENT DESIRED

Position applying for: WAREHOUSE Salary desired: \$10.00 & up

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

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? A.S.A.P

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	<u>ANY</u>						
PM	<u>ANY</u>						

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

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?
MANUAL ARTS High	L.A. CALIF.	12 th	GED
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:			

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 JIMMY JOHNS (RICHARDSON, TX)

Type of Business SANDWICHES Telephone No. () Supervisor's Name LARRY

Your Position and Duties CUSTOMER SERVICE, STOCKER, CLEANING

Dates of Employment: From FEB 2019 To AUG 2019

Reason for Leaving: TEMPORARY

Name and Address of Employer DEFORDS LUMBER CO (DUNCANVILLE, TX)

Type of Business LUMBER Telephone No. () Supervisor's Name GARY

Your Position and Duties FORKLIFT, STOCKER, ORDER PULLER, INVENTORY

Dates of Employment: From JAN 2018 To JAN 2019

Reason for Leaving: COMPANY MOVED TO NEW LOCATION

Name and Address of Employer MSB LUMBER (CEDAR HILL, TX)

Type of Business LUMBER Telephone No. () Supervisor's Name MATT

Your Position and Duties MACHINE OPERATOR, ASSEMBLY LINE

Dates of Employment: From DEC 2017 To JAN 2018

Reason for Leaving: PERSONAL LEAVE OF ABSENCE

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: 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: DEANNA Telephone No. (469) 964-3917
Address ROWLETT, TX.
Occupation: RETIRED Relationship: FRIEND Number of Years Acquainted: 6 mos

Name: BECKY BLAKE Telephone No. (972) 809-0424
Address GARLAND, TX.
Occupation: ISD Relationship: FRIEND Number of Years Acquainted: 6 mos

Name: GARY Tubbs Telephone No. (469) 835-9092
Address GARLAND, TX
Occupation: BUS DRIVER Relationship: FRIEND Number of Years Acquainted: 6 mos

Please Read Carefully, Initial Each Paragraph and Sign Below

DC

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.

DC

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.

DC

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.

DC

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.

DC

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

Ronald Coleman

Date

1-21-20



THE SERVICE COMPANIES

ADDITIONAL INFORMATION

Name:

Donald Coleman

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

☒ Bowtie

☐ Black Bistro

☐ White Bistro

☐ Business Casual

☐ Business Professional

☐ Chef Knives

☐ Chef Whites

☐ Black Chef Pants

☐ Checkered Chef Pants

☐ Khakis & Polo

☐ 1/2 Tuxedo (No Jacket)

☐ Tuxedo w/ Jacket

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

☐ Corporate Kitchen

☐ DW/Porter/Utility

☐ Captain/Manager

☒ Catering/Banquet

☐ Fine Dining

☐ Office Help

☒ Restaurant/Café

☒ Conventions/Event

☒ Warehouse/Utility

☒ Stadium/Arena

☐ 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) NO

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

NO

How did you hear about Acrobat Outsourcing? Job Fair