



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 Henry Handy Date: 1/30/2020  
Home Telephone (214) 715-9742 Other Telephone ( )  
Present Address 834 N. Marsalis Ave #412 Dallas, TX 75203  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address eryhandy@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Open Salary desired: 12.00-15.00  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
Express Employment Lemmon Ave. / Sterling Agency  
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?  
2/10/20

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
	X	6-3 3-10	6-3 3-10	6-3 <del>3-10</del>	6am-3pm	6am-3pm	
AM		✓	✓	✓	✓	✓	
PM		✓	✓				

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? DART 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?
<u>Itasca High School</u>	<u>Itasca, TX</u>		
<u>University of Texas</u>	<u>San Antonio</u>	<u>3 yrs</u>	<u>No</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."		YES	<u>NO</u>
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	<u>NO</u>
Special: <u>Food handlers license, QuickBooks</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 Neiman Marcus Mercantile Bar (Express)

Type of Business hospitality Telephone No. ( ) Supervisor's Name Princess Jones

Your Position and Duties Bussed tables, pulled orders & ran orders to customers.

Dates of Employment: From 7/19 To 11/19

Reason for Leaving: Wouldn't make me perm.

Name and Address of Employer Trader Joe's Indwood Village

Type of Business Grocery Telephone No. ( ) Supervisor's Name Brandt

Your Position and Duties Unloaded merchandise, stocked shelves, cashier

Dates of Employment: From 8/18 To 12/18

Reason for Leaving: Left on good terms for health concerns.

Name and Address of Employer Wal-Mart Neighborhood Market Cedar Hill

Type of Business Grocery Telephone No. ( ) Supervisor's Name Daniel

Your Position and Duties unloaded merchandise, stocked shelves.

Dates of Employment: From 04/18 To 7/18

Reason for Leaving: Relocated

Name and Address of Employer Brookshire's Grocery Company

Type of Business Grocery Telephone No. ( ) Supervisor's Name Jason Bearden

Your Position and Duties Unloaded & stocked daily product, ran reports, assistant to perishables manager.

Dates of Employment: From 10/17 To 3/18

Reason for Leaving: Relocated

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: Jose Meijan Telephone No. (469) 740-4409  
Address: Dallas, TX Mermaid Bar  
Occupation: Bartender Relationship: co-worker Number of Years Acquainted: 1

Name: Princess Jones Telephone No. (469) 348-3084  
Address: Dallas, TX Mermaid Bar  
Occupation: Manager Relationship: co-worker Number of Years Acquainted: 1

Name: Brandt Telephone No. (214) 366-0205  
Address: Dallas, TX Trader Joe's  
Occupation: GM Relationship: co-worker Number of Years Acquainted: 2

**Please Read Carefully, Initial Each Paragraph and Sign Below**

HH

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.

HH

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.

HH

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.

HH

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.

HH

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

01/30/2020



# THE SERVICE COMPANIES

## ADDITIONAL INFORMATION

Name: Henry Handy

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 checked="" type="checkbox"/> Checkered Chef Pants
<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Knives	<input checked="" 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 checked="" type="checkbox"/> Fine Dining	<input checked="" type="checkbox"/> Conventions/Event	<input type="checkbox"/> Stadium/Arena
<input 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) No

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

Micros

How did you hear about Acrobat Outsourcing?

Indeed.com

# Interview Note Sheet

## General

Applicant Information	
Name: <u>Henry Handy</u>	Interviewer: <u>Amber</u>
Date: <u>9/30/20</u>	Rate of Pay: <u>\$11.00 - 13.00</u>
Position (s) Applied for: <u>FSW / dish</u>	Referred by:

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

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service / Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
<u>P</u>	<u>P</u>	<u>P</u>	

P.O.S. Experience: Y / N details: \_\_\_\_\_

Transportation	
<u>Bus Line</u>	
Certifications (if any)	
<u>Food Handlers</u>	
Uniforms Owned:	
<input type="checkbox"/> Bistro White <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other:	<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie

Regions Available to work:	
<u>anything on Busline</u>	
Availability	
<u>open</u>	
Recommendations:	Other Languages Spoken:
<input type="checkbox"/> Acrobat Academy  <input type="checkbox"/> Lead Academy	<u>English</u>