



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 Yvonne M Harris Date: 1/31/20  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (214) 991-6706  
Present Address 5959 Watership Lane Apt. 1112  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address red.rose71550@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server & Cashier Salary desired: 11.00

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?  
2/3/20

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
AM	8	8	8	8	8	8	8
PM	3	8	8	8	8	8	3

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
No

**PERSONAL INFORMATION**

Have you ever applied to or worked for Acrobat Outsourcing before? Yes\_\_\_ No X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes\_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
Duncanville High School	Duncanville, TX	12 <sup>th</sup>	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."		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 Frist Class

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

Your Position and Duties I was label as a server, but did work that needed to be done on site.

Dates of Employment: From 9/19 To 1/20

Reason for Leaving: didn't send me work

Name and Address of Employer Khol's

Type of Business @Wear warehouse Telephone No. ( ) Supervisor's Name

Your Position and Duties I would go around the warehouse filling out online orders

Dates of Employment: From 8/18 To 1/19

Reason for Leaving: Seasonal

Name and Address of Employer Royal Gift

Type of Business Gift shop Telephone No. ( ) Supervisor's Name

Your Position and Duties I ran the reg. & clean the store

Dates of Employment: From 3/18 To 7/18

Reason for Leaving: they cut store hours

Name and Address of Employer Corner Store

Type of Business Gas station Telephone No. ( ) Supervisor's Name

## The Service Companies

Your Position and Duties I ran the reg., made sure the inside & outside was kept clean

Dates of Employment: From 1/16 To 11/17

Reason for Leaving: they got bought by another company.

Have you ever been fired from any previous place of employment? If so, please explain: ~~No~~ Yes

I list the reason with each one

**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: Mattie Mogan Telephone No. (469) 441-6278

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: co-worker Number of Years Acquainted: 3yr

Name: Destiny Shepherd Telephone No. (469) 382-0052

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: co-worker Number of Years Acquainted: 2yr

Name: Nicole Evans Telephone No. (214) 562-6671

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: co-worker Number of Years Acquainted: 1 1/2yr

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

YH 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.

YH 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.

YH 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.

YH 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.

YH 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 YVonne W. Harris Date 1/31/20



# THE SERVICE COMPANIES

## ADDITIONAL INFORMATION

Name: Yvonne Harris

What is your means of transportation?

X Car X Public Transit        Occasional Car

Are you interested in carpool?

       Rider        Driver X Not Interested

What is your work interest?

X Full Time X Part Time        Same Day

Please select the uniforms you own:

<u>      </u> Black Vest	<u>X</u> Business Casual	<u>      </u> Black Chef Pants
<u>      </u> Bowtie	<u>      </u> Business Professional	<u>      </u> Checkered Chef Pants
<u>      </u> Black Bistro	<u>      </u> Chef Knives	<u>      </u> Khakis & Polo
<u>      </u> White Bistro	<u>      </u> Chef Whites	<u>      </u> 1/2 Tuxedo (No Jacket)
		<u>      </u> Tuxedo w/ Jacket

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

<u>      </u> Corporate Kitchen	<u>      </u> Catering/Banquet	<u>X</u> Restaurant/Café	<u>X</u> Warehouse/Utility
<u>      </u> DW/Porter/Utility	<u>      </u> Fine Dining	<u>      </u> Conventions/Event	<u>      </u> Stadium/Arena
<u>      </u> Captain/Manager	<u>      </u> Office Help		
<u>X</u> Food Demonstrator		<u>      </u> Housekeeping	

Please select the areas where you are willing to work:

X Downtown Dallas  
X North Dallas  
       Plano  
       Irving  
       Fort Worth

Are you fluent in any other languages? (please list)

I know a little ASL

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

I think, not sure

How did you hear about Acrobat Outsourcing?

ZipRecruiter

# Interview Note Sheet General

Applicant Information	
Name: <u>Yvonne Harris</u>	Interviewer: <u>Amber</u>
Date: <u>1-31-20</u>	Rate of Pay: _____
Position(s) Applied for: <u>FSW School</u>	Referred by: _____

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

<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: _____						
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