



ACROBAT OUTSOURCING
TSC GROUP

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 Shequita Kimbrough Date: 3/11/2020
Home Telephone () _____ Other Telephone (409) 970-3005
Present Address 4121 Druid Hills Dr #231
Permanent Address, if different from present address: _____
Email Address ShequitaK31@gmail.com

EMPLOYMENT DESIRED

Position applying for: open Salary desired: 11.00

Are you currently registered with any staffing and/or employment agencies? If so, please list
no

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?

ASAP

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		8:00 am	8	8	8	8	8 am
PM		4:00	4	4	4	4	4

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?
National Christian Academy	Arlington TX	12	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 Walgreens 1040 W. Camp Wisdom
Type of Business retail Telephone No. (972) 228-6738 Supervisor's Name Wayne Struble
Your Position and Duties Customer Service Associate. Stocking shelves

Dates of Employment: From 11/2019 To 2/18/2020

Reason for Leaving: Tanf Choice program

Name and Address of Employer Idor

Type of Business call center Telephone No. () Supervisor's Name Ashley Anderson
Your Position and Duties Trouble shooter. answering phones
helping customers with phones

Dates of Employment: From 1/2012 To 8/2016

Reason for Leaving: went lay off

Name and Address of Employer Fiesta Mart

Type of Business Grocery store Telephone No. (214) 337-1280 Supervisor's Name Jean
Your Position and Duties Cashier / Deli checking out customers
preparing food serving food

Dates of Employment: From 9/2016 To 3/2018

Reason for Leaving: Had a baby

Name and Address of Employer Gisd

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

Your Position and Duties pre food and food server

Dates of Employment: From 8/2014 To 5/2016
Reason for Leaving: Went back to college

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: Wayne Strode Telephone No. (912) 228-6738
Address: 10600 Camp Wisdom
Occupation: Store manager Relationship: Manager Number of Years Acquainted: 5 months

Name: _____ Telephone No. (____) _____
Address: _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____
Address: _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

SK

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.

SK

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.

SK

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.

SK

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.

SK

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

Shigeta Kuma

Date

3/11/2020

ADDITIONAL INFORMATION

Name: Shequita Kimbrough

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:

<u> </u> Black Vest	<u> </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> </u> Restaurant/Café	<u> </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> </u> Food Demonstrator	<u> </u> 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