

12/29/2016

Name: Gregory K. Smith Phone #: (732) 593-7400
Email: Kimbley.Dregan.65@yahoo.com Taborca ID#: 26553
Address: 1045 Anne Hae Edison NJ 08820
Date of Birth: 3/4/54 SSN: 068-46-7123 Date of Hire: 10/09/2015

Section One

Employee File Checklist (note "n/a" if not applicable)

- ☐ Resume
- ☒ Application for Employment
- ☒ Offer Letter
- ☒ Food Handlers Card/Certification
Expiration ___/___/___
- ☒ Alcohol/Liquor Serving Certification
- ☒ I-9 Form and copies of required form(s)
of ID (Filed in secured I-9 binder)
- ☒ Sexual Harassment/Harassment Policy
Acknowledgement
- ☐ Authorization and Release to Obtain
Information
- ☒ Designation of Personal Physician
- ☒ Absenteeism & Tardiness Policy

- ☒ Confidentiality & Non-Disclosure
Agreement
- ☒ California Labor Code Form 2810.5
(California Employees Only)
- ☒ Skills Test / Interview notes
- ☒ New Hire Acknowledgement Form
- ☒ Additional Information/Emergency
Contact
- ☒ Image Release Form
- ☒ W-4: Single / Married (Circle one)
Exemptions 1
- ☐ Direct Deposit / Global Cash Card /
Live Check (Circle one)

Section Two

Employee Setup

- ☒ E-Verify Documentation
CVN#: 201528214410591M
- ☒ Background Check (Sterling)
File Ref #: 371718-USA
- ☒ Direct Deposit / Global Cash Card
form sent to Payroll

- ☒ Attended New Hire Orientation
Date: 10/09/2015
- ☐ New Hire List
- ☒ Taborca
- ☐ Upload Photo
- ☐ Upload Resume & Food Handlers Card

Section Three

Emergency Contact

Name: Zeena Walker Phone: (848) 28-511 Relationship: Wife

Interview Note Sheet

Applicant Information	
Name:	Interviewer: <u>Michael Jenkins</u>
Date:	Rate of Pay:
Position (s) Applied for:	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 _____ in Food Service

- Clarion Hotel Edison 2 years #11
 ↳ Houseman, busser
 - Bailey hotel ↳ 2 years #11
 ↳ Server
 - Self business (catering) cooking (prep) #18
 ↳ grill, scratch
 ↳ Edison, NJ

P.O.S. Experience: Y / N details: _____

Transportation
Car Public Transit Carpool (Rider / Driver)

Regions Available to work:
North NJ South NJ Central NJ Jersey Shore

Certifications (if any)
TIPS Serv-Safe LEAD Other Will Submit

Availability
Open AM only PM only Weekdays only Weekends only

Details: NO SATURDAY

Uniforms Owned:
Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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GREGORY KIMBLE

747 Vlliage Dr, Edison, NJ 08817 | H: 7325937400 | C: 7325937400 | kimblegregory65@yahoo.com

Career Overview

I have an extensive background in warehouse operations. The skills I have accumulated over the year include;
Forklift Operation.
Material Handler.
Machine Operator.
Shipping and Receiving

Core Strengths

Knowledge of parcel and freight shipping and receiving
Certified forklift operator
Processing of materials
Mechanical maintenance
Warehouse cleaning
Machine operations
Punctuality
Quick grasp of responsibilities
Communication Skill
Dedication
Integrity

Accomplishments

Three times I received employee of the month for exceeding production goals.
Forklift certification.

Work Experience

Forklift operator Delta Personnel - Somerset, NJ Transfer materials throughout the warehouse. Loading materials onto trailers. Shrink wrapping material loaded onto palates.	Jan 2008 to Apr 2015
House maintenance Claritain Hotel - Edison, NJ Cleaning premises. Making minor repairs. Making deliveries to guest in the hotel. Delivering newspapers to guest in the hotel.	Jan 2005 to Oct 2007
Forklift operator - Shipping and receiving clerk Pharmaceutical Formulation - Edison, NJ Pulling materials out of storage in the warehouse by forklift and loading then onto trailers. Filling, packaging, labeling, and shipping orders placed. Receiving goods shipped in from suppliers. Counting items shipped in to be sure order is accurate. Scanning products received into the database.	Jun 1997 to Dec 2004

Employment Application (SAN FRANCISCO / NEW JERSEY)

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.

PERSONAL INFORMATION

Full Name Gregory Kimble Date: 10/9/2015
Home Telephone (732) 593-7400 Other Telephone (732) 372-318
Present Address 1045 Grove Ave P.O. Box 181 Edison NJ 08818
Permanent Address, if different from present address: _____
Email Address Kimblegregory65@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Server, Cook Salary desired: \$12.00
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 Kenneth Andrews 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? 10/12/15

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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
Step Son
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.

SENSITIVE BUT UNCLASSIFIED

Department of Homeland Security
E-Verify

Report Prepared: 10/09/2015

Page: 1 of 1

Case Verification Number: 2015282144105VM

Case Information:

Employee Information:

Last Name:	Kimble	First Name:	Gregory
Middle Initial:		Other Names Used:	
Social Security Number:	*** ** 7123	Date of Birth:	03/04/1954
Citizenship Status:	A citizen of the United States	Email Address:	

Document Information:

List B Document:	Driver's license or ID card issued by a U.S. state or outlying possession	List C Document:	Social Security Card
Document Name:	Driver's license	Document State:	New Jersey
Driver's License or ID Card Number:		Document Expiration Date:	04/30/2018
Alien Number:		I-94 Number:	

Additional Information:

Hire Date:	10/09/2015	Employer Case ID:	
Three-Day Rule Reason:		Three-Day Rule - Other:	
Submitted By:	MJOH0819	Submitted On:	10/09/2015

Initial Case Result:

Case Result:	Employment Authorized
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Employee Referred to SSA:

Referred By:	Referred On:
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Case Result from SSA (after SSA Tentative Nonconfirmation):

Case Result:	Response Date:
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Resubmitted to SSA (after Review and Update Employee Data):

Last Name:	First Name:
Middle Initial:	Other Names Used:
Social Security Number:	Date of Birth:
Resubmitted By:	Resubmitted On:

Case Result from SSA (after Resubmission):

Case Result:

Request Name Review:

Comments:	
Submitted By:	Submitted On:

Case Result from DHS (after DHS Verification in Process):

Case Result:	Response Date:
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Employee Referred to DHS:

Referred By:	Referred On:
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Case Result from DHS (after DHS Tentative Nonconfirmation):

Case Result:	Response Date:
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Photo Matching Results:

Determination:

Employee Referred to DHS (Additional):

Referred By:

Referred On:

Case Result from DHS (after Additional DHS Tentative Nonconfirmation):

Case Result:

Response Date:

Case Closure:

Closure Statement:

The employee continues to work for the employer after receiving an Employment Authorized result.

Closed By:

MJOH0819

Closed On:

10/09/2015

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