



ACROBAT OUTSOURCING
TSC GROUP

Ruben Martinez

Taborca ID: 30502

Date of Hire: 12/18/2018

Date of Re-Act: / /

- | | |
|-----------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> E-verify | <input type="checkbox"/> New Hire List (All fields) |
| <input type="checkbox"/> Hire Right EE | <input type="checkbox"/> Check Taborca Profile (All fields) |
| <input type="checkbox"/> Hire Right Internal (upload any list A docs) | <input type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input type="checkbox"/> Notice to Employee Completed | <input type="checkbox"/> Upload Food Handler's Card |
| <input type="checkbox"/> Added to Orientation Time Sheet | <input type="checkbox"/> Presented |
| <input type="checkbox"/> Background Check | <input type="checkbox"/> Emailed |

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re-Act onboarding
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List it's been over a year since last shift
- Delete employee from the INA/TER spreadsheet if they are on it

Acrobat

outourcing
Your Hospitality Staffing Professionals

Name: Martinez, Huben A

Email: babyram1672004@yahoo.com

Address: _____

Date of Birth: _____

Phone #: (816) 469 - 2532

Taborca ID#: 30502

Date of Hire: 5/19/16

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

Section One

- 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 _____
- Direct Deposit / Global Cash Card / Live Check (Circle one)

Employee Setup

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

Section Two

- Attended New Hire Orientation
Date: 5/19/16
- New Hire List
- Taborca
- Upload Photo
- Upload Resume & Food Handlers Card

Emergency Contact

Name: Teresa Sata

Section Three

Phone: (913) 999-3522 Relationship: Sister

Submission Date 05-03-2016 10:41:53

First Name

Ruben

Last Name

Martinez

E-mail Address

babyram672004@yahoo.com

Phone

816-469-2532

Address

1345 S 51st Terrace

Unit or Number

1

City, State

Kansas City, Ks

Zip Code

66106

What region(s) are you applying to work within?

- Kansas City

Which position(s) are you applying for?

- Server
- Bartender

Are you applying for:

- Part-Time

When can you start?

 Monday, May 09, 2016

Can you work overtime?

Yes

How did you hear about us?

- Referral

If you were referred, please tell us by whom:

Delano UMKC

What days/times can you work? Select all that apply:

✓ Marriott

✓ Cashier

✓ Bartender

✓ Houseman

✓ Banquet Server

Yes

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

Yes

Special:

Trained Bartenders and Servers at past Jobs

Are you currently employed?

Yes

Can we contact your current employer?

Yes

Name and Address of Employer

All Team

Type of Business

Staffing Agency

Phone Number

816-756-3233

Your Position & Duties

Bartend and Serving Duties

Date of Employment (from/to):

09/2015- present

Weekly Pay (Starting/Ending):

11.00/11.00

Reason for Leaving

still employed

Still Employed:

Yes

Name and Address of Employer

Marriott Plaza Hotel

Type of Business

Hotel

Phone Number

816-531-3000

Your Position & Duties

Lobby Bartend, Banquet Bartend & Serve, Houseman and Concierge

Phone

816-616-8892

Relationship:

former coworker

Years Acquainted:

21

First Name

Victoria

Last Name

Rojas

Phone

816-977-7072

Relationship:

friend

Years Acquainted:

33

First Name

Karen

Last Name

Dunbarr

Phone

816-392-1174

Relationship:

coworker

Years Acquainted:

15

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.

- (Checked box indicates acknowledgement)

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

PO BOX 220430
Chantilly, Virginia 20153

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HR Acrobat Kansas City Attn Manager
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Kansas City, MO 64111

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