

7/10/22 1318

Name: Shatayla Holmes Phone #: (614) 935 - 7947  
Email: Shatayla2100@gmail.com Taborca ID#: 30757  
Address: 29 B Herres St  
Date of Birth: 12 / 04 / 1993 SSN: 136 - 96 - 8354 Date of Hire: 05 / 19 / 2016

## 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
- Skills Test / Interview notes
- New Hire Acknowledgement Form
- Additional Information/Emergency  
Contact
- W-4 : Single / Married ( Circle one )  
Exemptions \_\_\_\_
- Direct Deposit / Global Cash Card /  
Live Check (Circle one)

## Section Two

## Employee Setup

- E-Verify Documentation  
CVN#:2016140144737EID
- Background Check (Sterling)  
File Ref #:658728-USA
- Direct Deposit / Global Cash Card  
form sent to Payroll

- Attended New Hire Orientation  
Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- New Hire List
- Taborca
- Upload Photo
- Upload Resume & Food Handlers Card

### Section Three

## Emergency Contact

Name: Sharita Macnair Phone: (862) 216-7258 Relationship: Step-Mom

# Interview Note Sheet

## Applicant Information

Name: Shantae Holmes

Date:

Position (s) Applied for:

Server, Housekeeper, Cashier

Interviewer:

Debbie McIe

Rate of Pay:

12.00 serve / 11.00 HK

Referred by:

Acrobat Employee

## Test Scores

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

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service

- Cashier
  - NC
  - Compass : EUREST
- Server
  - Ohio
  - can carry a tray

- Housekeeping
  - private company
  - homes
  - hotels
- Khaki / black polo  
owned

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:

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:

### New Hire Acknowledgement Form

#### For Employer

- Additional Information Sheet
- Application
- I-9
- W-4
- Offer Letter
- Background Authorization Release
- Sexual Harassment Prevention Policy
- Global Gold Card / Direct Deposit Form
- Designation of Personal Physician/Emergency Contact Form
- Confidentiality & Non-Disclosure Agreement

#### For Employee

- New Hire Orientation Manual
- Workers' Compensation Pamphlet
- Sexual Harassment Pamphlet
- Unemployment (For Your Benefit) Pamphlet
- Safety & Sanitation Guidelines

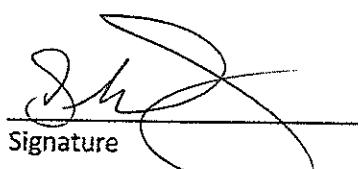
#### Inform

- State & Federal Poster
- Minimum Wage Poster
- Wage Order Poster

All of these items have been explained to me:

Ref: 7/

Shadayl Holmes  
Print Name

  
Signature

10  
05/10/2016  
Date

Shataeya A Holmes  
29B Mercer Street  
Newark NJ 07103  
(614)935-7947  
Shataeya210@gmail.com

05/19/2016

Dear Hiring Manager,

In today's customer service oriented society, timely, friendly, proactive service is sought to enhance future business growth. Customer loyalty is always impacted when you employ the right service professional to represent you when assisting your valued customers.

My long-term experience in the service industry has taught me how to meet and exceed each customer's expectations with service that sells. I have assisted all types of customers in all types of settings. I realize that acquiring and maintaining loyal repeat business as well as spreading the word of your business through these loyal patrons is of the utmost importance in every company. Positioning a company for better exposure and greater marketability is a task that I have performed with success many times.

I am an excellent trainer who achieves ongoing success with teams by building morale, maintaining teams' self-confidence and training them to build the sale by improving their people skills.

It would be a pleasure to interview with you and I look forward to hearing from you soon.

Sincerely,

Shataeya Holmes,



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2016140144737ED**

Report Prepared: 05/19/2016

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Holmes

First Name: Shataeya

Date of Birth: 12/04/1993

Social Security Number: \*\*\* \*\* 8354

Hire Date: 05/19/2016

Citizenship Status: A citizen of the United States

**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: ID card

Document State: New Jersey

Driver's License or ID Card Number:

Document Expiration Date: 01/31/2017

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 05/19/2016

Case Submitted By: JPAI1406

Closed On: 05/19/2016

Closed By: JPAI1406

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

## SENSITIVE BUT UNCLASSIFIED

