

7/20/22
S/13/18

Name: Shirley A Holmes Phone #: (614) 935-7947
Email: Shirley210@aol.com Taborca ID#: 30757
Address: 29 B Mercer St
Date of Birth: 12/04/1933 SSN: 136-96-8354 Date of Hire: 05/19/2016

Section One

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

- | | |
|---|---|
| <input type="checkbox"/> Resume | <input type="checkbox"/> Designation of Personal Physician |
| <input type="checkbox"/> Application for Employment | <input type="checkbox"/> Absenteeism & Tardiness Policy |
| <input type="checkbox"/> Offer Letter | <input type="checkbox"/> Confidentiality & Non-Disclosure Agreement |
| <input type="checkbox"/> Food Handlers Card/Certification
Expiration ____/____/____ | <input type="checkbox"/> Skills Test / Interview notes |
| <input type="checkbox"/> Alcohol/Liquor Serving Certification | <input type="checkbox"/> New Hire Acknowledgement Form |
| <input type="checkbox"/> I-9 Form and copies of required form(s)
of ID (Filed in secured I-9 binder) | <input type="checkbox"/> Additional Information/Emergency Contact |
| <input type="checkbox"/> Sexual Harassment/Harassment Policy
Acknowledgement | <input type="checkbox"/> W-4 : Single / Married (Circle one)
Exemptions ____ |
| <input type="checkbox"/> Authorization and Release to Obtain
Information | <input type="checkbox"/> Direct Deposit / Global Cash Card /
Live Check (Circle one) |

Section Two

Employee Setup

- | | |
|---|--|
| <input type="checkbox"/> E-Verify Documentation
CVN#: <u>2016140144737ED</u> | <input type="checkbox"/> Attended New Hire Orientation
Date: ____/____/____ |
| <input type="checkbox"/> Background Check (Sterling)
File Ref #: <u>658728-USA</u> | <input type="checkbox"/> New Hire List |
| <input type="checkbox"/> Direct Deposit / Global Cash Card
form sent to Payroll | <input type="checkbox"/> Taborca |
| | <input type="checkbox"/> Upload Photo |
| | <input type="checkbox"/> Upload Resume & Food Handlers Card |

Section Three

Emergency Contact

Name: Sherita Macmillan Phone: (862) 276-7258 Relationship: SgtD - Mom

Interview Note Sheet

Applicant Information	
Name: <u>Shataa Holmes</u>	Interviewer: <u>Debbie McKe</u>
Date:	Rate of Pay: <u>12.00 server 11.00 H/K</u>
Position (s) Applied for: <u>Server, Housekeeper, Cashier</u>	Referred by: <u>Acrobat Employee</u>

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

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

- Cashier
 - NC
 - Compass : Eures
- Server
 - Ohio
 - can carry a tray
- Housekeeping
 - private company
 - homes
 - hotels
- Knocki / black polo owned

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

Transportation
Car <input type="checkbox"/> Public Transit <input checked="" type="checkbox"/> Carpool (Rider / Driver) <input type="checkbox"/>

Regions Available to work:

<u>North NJ</u>	South NJ	<u>Central NJ</u>	Jersey Shore
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Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

<u>Open</u>	AM only	PM only	Weekdays only	Weekends only
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Details:

Uniforms Owned:

<u>Bistro</u>	<u>Black Bistro</u>	Tuxedo	1/2 Tuxedo	<u>Black Vest</u>	<u>Long Black Tie</u>
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	<u>Bow Tie</u>
				Other: _____	Other Languages Spoken:

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/

Shataeyg Wines
Print Name

[Signature]
Signature

05/19/2016
Date

Shataeya A Holmes
29B Mercer Street
Newark NJ 07103
(614)935-7947
Shataya210@gmail.com

05/11/2016

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

