

Acrobat
outsourcing
Your Hospitality Staffing Professionals

3/2022

10/2/2017

Name: Tonika McQueen

Taborca ID: 41087

Date of Hire: 7/15/2017

Date of Re-Act: / /

Employee Set up

- E-verify #: 2017196153616 PQ
- Hire Right Sections 1 & 2
- Background Check (Asurint)
- 1131553 USA
- Direct Deposit (Scan to Payroll) or Global
Cash Card

- Attended New Hire Orientation:

 / /

- Added to Orientation Time Sheet
- New Hire List
- Check Taborca Profile (All fields)
- Upload Resume
- Food Handler's Card Status

Interview Note Sheet

Applicant Information	
Name: <u>Tanika McQueen</u>	Interviewer: <u>Jo Paik</u>
Date: <u>07/15/17</u>	Rate of Pay: <u>\$11.50 - \$12</u>
Position (s) Applied for: <u>Housekeeper</u>	Referred by: <u>Craiglist</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	<u>14</u> /16	<u>86</u> %

Seeking:
<input type="checkbox"/> Full-Time
<input checked="" type="checkbox"/> Part-Time

Relevant Experience & Summary of Strengths

Coregiver for 10+ years
Housekeeping

Total of _____ in Food Service

khaki pants/ black polo

• LCH Transportation Company
- receptionist

2012 - 2017

- Too slow / let go

• Advuserv - Hillsborough
Graphtome

- assisted w/ cooking, cleaning, housekeeping, bathing

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

Transportation

☒ Car

☐ Public Transit

☐ Carpool (Rider / Driver)

Regions Available to work:

☐ North NJ

☐ South NJ

☒ Central NJ

Plainfield
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:

Name: Tanika McQueen

Score /14

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - ☒ (e) All of the above
2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - ☒ (e) All of the above
3. True or ~~False~~: You do not need to use a separate cloth for cleaning bathrooms.
4. ☒ True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Floors Daily/Weekly
 - b) Toilets and latrines Daily/Weekly
 - ☒ c) Carpets in guest rooms Daily/Weekly
 - ☒ d) Carpets in offices Daily/Weekly
 - e) Soiled linen Daily/Weekly
- ☒ 6. The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - ☒ c) Sweeping, mopping and dusting
 - ☒ d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
 - a) Leave it for someone else to clean- up
 - b) Wait until the end of your shift to clean it
 - ☒ c) Flag the spill and clean it up immediately
 - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
 - ☒ a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on- duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
 - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?
report to on duty manager or supervisor
10. What do you do if you find Lost and Found items in a guest rooms?
report to supervisor or manager
if not available take to lost and found with a note.
11. Describe the difference between a disinfectant and a cleaning solution?

disinfectant kills germs as solution just cleans the area without killing germs.

12/14
86%

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:

Tanika McQueen
Print Name

Tanika McQueen
Signature

7/15/17
Date

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Tanika McQueen
Email: tanikamcqueen37@yahoo.com
Phone number: 908-668-7947

Working Experience:

Company Name: LCH Transportation Company
Dates of Employment: 3-6-12 to 6-13-17

Job Responsibility:

- answered phones
- set appointments
- filed
- transport clients to destination

Company Name: Advoserv Hillborough, NJ
Dates of Employment: 11/16 to 03-17

Job Responsibility:

- Assit with cooking/cleaning
- Day program
- transported
- assist with daily activities

Company Name: Easter Seals
Dates of Employment: ~~11/16 to 03-17~~ 1-16 to 7-16

Job Responsibility:

- cared for disabled persons
- bathe
- cleaned home, cooked
- Assist with daily activities

Skills

- worked with home bound persons
- Nursing Homes Experience
- Assisted disabled persons
- computer ability

Submission Date 07-15-2017 10:30:34

First Name

tanika

Last Name

mcqueen

E-mail Address

tanikamcqueen37@yahoo.com

Phone

9086687947

Address

248 east 9th street

Unit or Number

3L

City, State

plainfield

Zip Code

07060

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

- New Jersey


Which position(s) are you applying for?

- Housekeeper

Are you applying for:

- Full-Time
- Part-Time

When can you start?

 Monday, July 17, 2017

Can you work overtime?

Yes

How did you hear about us?

- Craigslist

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

- Monday AM
- Monday PM
- Tuesday AM
- Tuesday PM
- Wednesday AM
- Wednesday PM
- Thursday AM

- Thursday PM
- Friday AM
- Friday PM
- Saturday AM
- Saturday PM
- Sunday AM
- Sunday PM

Have you ever applied to or worked for Acrobat before?

No

Do you have any friends or relatives working for Acrobat? If so, please let us know who:

no

If hired, would you have reliable means of transportation to and from work?

Yes

If hired, can you present evidence of your legal right to live and work in this country?

Yes

Are you able to perform the essential functions of the job for which you are applying?

Yes

Name of School

high school along with some college

City & State

south plainfield nj

Grade/Degree

HSD

Graduated?

Yes

Do you have any special licenses? (If so, label under "Special")

No

Are you computer literate? (If so, label which programs under "Special")

Yes

Are you proficient with Point of Sale systems? (If so, label which under "Special")

Yes

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

Yes

Special:

caregiver for Over 10 years along with housekeeping

Are you currently employed?

No

Can we contact your current employer?

Yes

Name and Address of Employer

LCH transportation Company 1273 Bound Brook Road #6 Middlesex New Jersey 08856

Type of Business

Transportation Company

Phone Number

9084441520

Your Position & Duties

receptionist/transport answered phones, filled, set appointments, transport clients to their destination

Date of Employment (from/to):

3/6/2012 to 06/13/2017

Weekly Pay (Starting/Ending):

\$11.50-\$11.75/hr

Reason for Leaving

business was slow/ laid off

Still Employed:

No

Name and Address of Employer

Advoserv of hillbourough nj

Type of Business

group home

Your Position & Duties

DSP assist clients with cooking, cleaning, housekeeping, bathing, and day program

Date of Employment (from/to):

11/16-03/17

Weekly Pay (Starting/Ending):

\$10.00-\$10.00/hr

Reason for Leaving

personal reason will explain upon request

Still Employed:

No

Have you ever been fired from a previous place of employment? If yes, please explain:

no

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

no

First Name

Nick

Last Name

Jones

E-mail Address

nickjones16@yahoo.com

Phone

9084441520

Relationship:

supervisor

Years Acquainted:

6 years

First Name

patricia

Last Name

brown

E-mail Address

patriciab54@yahoo.com

Phone

18622838085

Relationship:

supervisor

Years Acquainted:

10

First Name

Ragina

Last Name

fisher

E-mail Address

raginafisher77@yahoo.com

Phone

9085312841

Relationship:

co-worker

Years Acquainted:

8

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 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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)


I hereby acknowledge that I have read and understand the above statements.

- (Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Tanika McQueen

Date:

 Saturday, July 15, 2017



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017196153616PQ

Report Prepared: 07/15/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: McQueen

First Name: Tanika

Date of Birth: 12/28/1978

Social Security Number: *** ** 8910

Hire Date: 07/15/2017

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: Driver's license

Document State: New Jersey

Driver's License or ID Card Number:

Document Expiration Date: 04/30/2018

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/15/2017

Case Submitted By: JPAI1406

Closed On: 07/15/2017

Closed By: JPAI1406

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

SENSITIVE BUT UNCLASSIFIED