

3/22/22  
4/18/2017  
2012081

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Notosho Audain - Persod

Taborca ID: 41159

Date of Hire: 7 / 20 / 2017

Date of Re-Act:      /      /     

## Employee Set up

- ☐ E-verify #: 2017201154115FQ
- ☐ Hire Right Sections 1 & 2
- ☐ Background Check (Asurint)  
1134805 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>Natasha Audain</u>	Interviewer: <u>Jo Pair</u>
Date: <u>07/20/17</u>	Rate of Pay: <u>\$11.50</u>
Position (s) Applied for: <u>Housekeeper / Server</u>	Referred by: <u>Craigslist</u>

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
<p>Student @ Middlesex CC - Liberal Arts Major</p> <p>Cashier/Sales @ Joyce Leslie</p> <p>Server @ AMC One-In Theater @ Rensselaer Mall</p> <p>Cook/Cashier - The Corner Deli</p> <p style="text-align: right;">Total of _____ in Food Service</p> <p style="text-align: right;">Availability will change pending on schedule. Kicki pants/polo</p>
P.O.S. Experience: Y / N details: _____

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

Regions Available to work:
<input type="checkbox"/> North NJ <input type="checkbox"/> South NJ <input checked="" type="checkbox"/> Central NJ <input type="checkbox"/> Edison <input type="checkbox"/> Jersey Shore

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="checkbox"/> Open Sat/Sun <input type="checkbox"/> AM only Mon, Weds, Thurs <input type="checkbox"/> PM only Mon, Tues, Weds (after 4pm) <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only

Uniforms Owned:
<input checked="" type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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**Servers Test**

**Multiple Choice**

- 1) Food is served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand
- 2) Drinks are served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand
- 3) Food and drinks are removed on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand
- 4) What part of a glass should you handle at all times?  
 a) The stem  
 b) The widest part of the glass  
 c) The top
- 5) When you are setting a dining room how should you set up your tablecloths?  
 a) Neatly and evenly across the tables  
 b) The creases should all be going in the same directions  
 c) The chairs should be centered and gently touching the table cloth  
 d) All of the above
- 6) If you bring the wrong entrée to a guest what should you do?  
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
 b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
 c) Try to convince the guests to eat what you brought them  
 d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

24/35  
71%

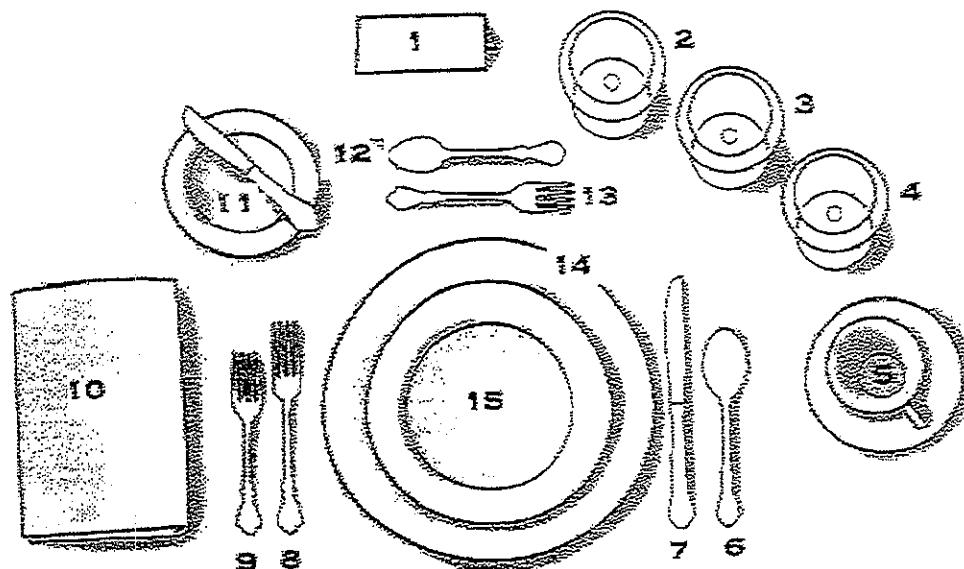
**Match the Correct Vocabulary**

- |                            |   |
|----------------------------|---|
| <del>Scullery</del>        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <del>Queen Mary</del>      | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <del>Chaffing Dish</del>   | C. Used to hold a large tray on the dining floor  |
| <del>French Passing</del>  | D. Area for dirty dishware and glasses  |
| <del>Russian Service</del> | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <del>Corkscrew</del>       | F. Used to open bottles of wine   |
| <del>Tray Jack</del>       | G. Style of dining in which the courses come out one at a time  |

Name \_\_\_\_\_

## Servers Test

Score / 35



### Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>3</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>4</u>	Wine Glass (White)
<u>2</u>	Water Glass		

### Fill in the Blank

- The utensils are placed 2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? milk / sugar
- ~~Synchronized service is when: \_\_\_\_\_~~
- What is generally indicated on the name placard other than the name? menu
- ~~The Protein on a plate is typically served at what hour on the clock? 12~~
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Tell chef

Name: \_\_\_\_\_

Score /14

Housekeeping Test

11/14  
78%

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?

Tell supervisor or manager
10. What do you do if you find Lost and Found items in a guest rooms?

Tell supervisor or manager
- ☒ 11. Describe the difference between a disinfectant and a cleaning solution?

## 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:

Natasha Arhin-Persad  
Print Name

Natasha  
Signature

7/20/17  
Date

# Natasha Audain

3806 Hana Road  
Edison, NJ, 08817

(908) - 731- 2216  
[naudain25@gmail.com](mailto:naudain25@gmail.com)

<b>Objective</b>	To obtain and secure a position while advancing my education	
<b>Education</b>	Middlesex County College	2015- Current
	High School Diploma Received	Edison High School

## Employment/ Experience

Joyce Leslie	4979 Stelton Road Edison NJ, 08817	<i>Sales Associate/ Cashier</i>
service customers,		Jun 2015- Oct 15
ring customers up,		
register and put away clothes,		
clean floors, mirrors, closets, and dressing room		

AMC Dine- In Theater	55 Parsonage Road Edison NJ, 08837	<i>Server</i>
took food and drink orders,		Nov 2015- May 2017
ran food and drinks to guests,		
sold stubs (rewards card) to guests		

The Corner Deli	1200 Hamilton Blvd South Plainfield NJ, 07080	<i>Cook/Cashier</i>
answer the phone,		Jun 2016- current
take orders and make		
sandwiches, ring up		
customers, lottery		
machine, clean everything		

**Skills**

- Organized, time management, problem solving
- Self-confidence and leadership
- Effective verbal skills
- Dependable, reliable, hardworking, flexible
- Attention to detail, quick learner

## References

Maria Perry, Business Owner	908-753- 2999
Jermaine Vaughn, Coach	908-612- 8245
Barbara Yulick, Manager	908-397- 7973
Cassandre Clermont, Senior Manager	908-342- 0360

7/20/17  
Housekeeper  
2:30pm



**Submission Date** 07-20-2017 08:11:29

**First Name**

Natasha

**Last Name**

Audain-Persad

**E-mail Address**

naudain2@gmail.com

**Phone**

9087312216

**Address**

3806 Hana Rd

**Unit or Number**

None

**City, State**

NJ

**Zip Code**

08817-2551

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

- New Jersey


**Which position(s) are you applying for?**

- Housekeeper

**Are you applying for:**

- Part-Time

**When can you start?**

 Monday, July 24, 2017

**Can you work overtime?**

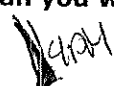
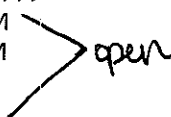
Yes

**How did you hear about us?**

- Craigslist

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

- Monday PM
- Tuesday PM
- Wednesday PM
- Saturday AM
- Saturday PM
- Sunday AM
- Sunday PM

*Handwritten:*   open

*Handwritten:* 3 AMs during the week  
Mon, Weds, Thurs



**Have you ever applied to or worked for Acrobat before?**

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

**State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.**

NJ

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

Yes

**Name of School**

Middlesex County College (currently)

**City & State**

Edison

**Grade/Degree**

High school diploma

**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")**

No

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

No

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

No

**Are you currently employed?**

Yes

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

The Corner Deli 1200 Hamilton Blvd South Plainfield NJ

**Type of Business**

Deli

**Phone Number**

9087532999

**Your Position & Duties**

Make sandwiches, use slicer for cold cuts, meats, and cheese, wash dishes , cashier , lottery machine

**Date of Employment (from/to):**

June2016- current

**Weekly Pay (Starting/Ending):**

Start 8.38/hr

End- 8.75/hr

**Reason for Leaving**

Still employed

**Still Employed:**

Yes

**First Name**

Maria

**Last Name**

Perry

**E-mail Address**

mperry163@hotmail.com

**Phone**

9087209323

**Relationship:**

Boss

**Years Acquainted:**

2

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):**

Natasha Audain- Persad

**Date:**

 Thursday, July 20, 2017

**Please Attach Resume Below**

[Final Resume.docx](#)



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017201154115FQ**

Report Prepared: 07/20/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Audain-Persad

First Name: Natasha

Date of Birth: 05/15/1997

Social Security Number: \*\*\* \*\* 9913

Hire Date: 07/20/2017

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: 06/30/2018

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/20/2017

Case Submitted By: JPAI1406

Closed On: 07/20/2017

Closed By: JPAI1406

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

SENSITIVE BUT UNCLASSIFIED