

3/24/22
11/18/2017



3/24/2018

Name: Neotsha Audain - Persad

Taborca ID: 41159

Date of Hire: 7/20/2017

Date of Re-Act: / /

Employee Set up

- E-verify #: 2017201154115FQ
- Attended New Hire Orientation: / /
- Hire Right Sections 1 & 2
- Background Check (Asurint)
1134805 USA
- Added to Orientation Time Sheet
- Direct Deposit (Scan to Payroll) or Global
Cash Card
- New Hire List
- Check Taborca Profile (All fields)
- Upload Resume
- Food Handler's Card Status

Interview Note Sheet

Applicant Information

Name: Natasha Audoin	Interviewer: Jo Pair
Date: 07/20/17	Rate of Pay: \$11.50
Position(s) Applied for: Housekeeper / Server	Referred by: craigslist

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

Student @ Middlesex CC
- Liberal Arts Major

Cashier/Sales @ Joyce Leslie

Server @ AMC One-In Theater
@ Buena Mall

Cashier/Cashier - The Corner Deli

Total of _____ in Food Service

Availability will change
pending on schedule.
Kaci pants/polo

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

Transportation

Car Public Transit Carpool (Rider / Driver)

Regions Available to work:

North NJ

South NJ

Central NJ

Edison Jersey Shore

Certifications (if any)

TiPS Serv-Safe LEAD Other _____ Will Submit

Availability

Open _____ AM only PM only Weekdays only Weekends only
 Details: Sat/Sun 11 Mun, Weds, Thurs, 12 Mon, Tues, Weds (after 4pm)

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

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

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 dinning 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

75/35
71%

Match the Correct Vocabulary

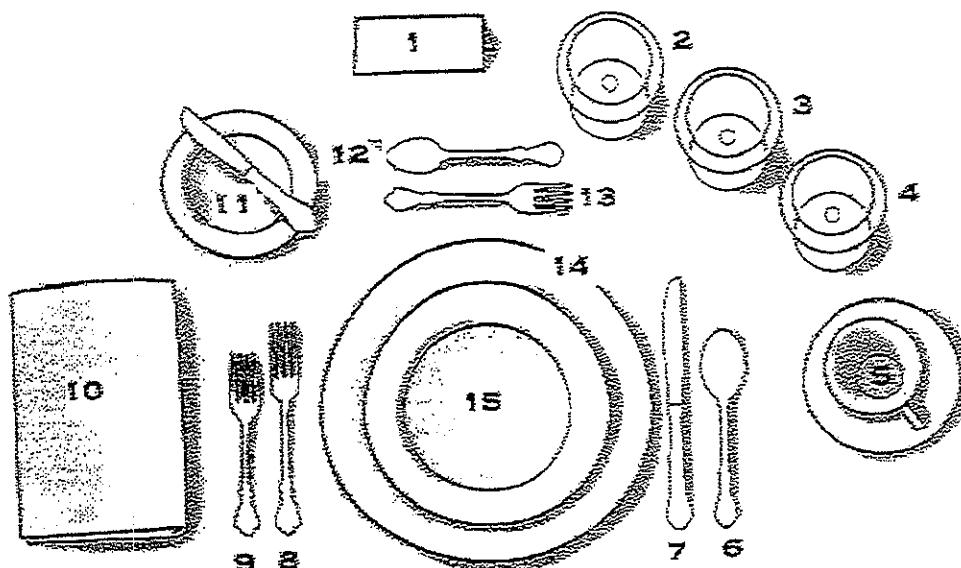
Scullery
 Queen Mary
 Chafing Dish
 French Passing
 Russian Service
 Corkscrew
 Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water
 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)
 C. Used to hold a large tray on the dining floor
 D. Area for dirty dishware and glasses
 E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
 F. Used to open bottles of wine
 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

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

Fill in the Blank

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

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
<input checked="" type="radio"/> 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?
X



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 Auriain-Persad N. Auriain
Print Name Signature

7/20/17
Date

Rev 7/

Natasha Audain

3806 Hana Road
Edison, NJ, 08817

(908) – 731- 2216
naudain25@gmail.com

Objective To obtain and secure a position while advancing my education

Education Middlesex County College 2015- Current

High School Diploma Received Edison High School

Employment/ Experience

Joyce Leslie 4979 Stelton Road Edison NJ, 08817 *Sales Associate/ Cashier*
service customers,
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 *Server*
took food and drink orders,
ran food and drinks to guests,
sold stubs (rewards card) to guests

The Corner Deli 1200 Hamilton Blvd South Plainfield NJ, 07080 *Cook/Cashier*
answer the phone,
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

7/20/17
Housekeeper
2:30pm

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

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

3 AMs during the week
Mon, Weds, Thurs

open

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 territory 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