

7/2022

Name: Tammie Holowka

Taborca ID: 42148

Date of Hire: 09/21/2017

Date of Re-Act:     /    /    

Employee Set up

- ☐ E-verify #: 2017 264171 650 GW
- ☐ Hire Right Sections 1 & 2
- ☐ Background Check (Asurint)  
1179951 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>Tammie Hlowke</u>	Interviewer: <u>Jo Paik</u>
Date: <u>09/21/17</u>	Rate of Pay: <u>\$13.54</u>
Position (s) Applied for: <u>Server / Bartender</u>	Referred by: <u>Jane Bousquet</u>

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

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

## Relevant Experience & Summary of Strengths

- Aloha - Edison Catering Facility Total of \_\_\_\_\_ in Food Service

- Hospitality Staffing - Woodbridge (current)

- Crystal Point - Point Pleasant  
Server / Bartender up to 30-40 min max travel -

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

Transportation
<u>Car</u> Public Transit Carpool ( Rider / Driver )

Regions Available to work:
North NJ South NJ <u>Central NJ</u> <u>Fords</u> Jersey Shore

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ Will Submit

Availability
Open AM only PM only Weekdays only <u>Weekends only</u>
Details: <u>Tues, Thurs, Fri - 5PM</u> <u>Tues/Thurs - 3pm</u> <u>Sat/Sun Open</u>

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: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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## 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:

Tammie Holcomb  
Print Name

Tammie Holcomb  
Signature

9/21/17  
Date

**Submission Date** 09-21-2017 14:02:03

**First Name**

Tammie

**Last Name**

Holowka

**E-mail Address**

tammieholowka@gmail.com

**Phone**

9082673112

**Address**

29 Burnham Dr.

**Unit or Number**

NA

**City, State**

Fords, NJ

**Zip Code**

08863

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

- New Jersey


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

- Server
- Bartender

**Are you applying for:**

- Part-Time

**When can you start?**

 Thursday, September 21, 2017

**Can you work overtime?**

Yes

**How did you hear about us?**

- Referral

**If you were referred, please tell us by whom:**

Jeanna

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

- Tuesday PM
- Thursday AM
- Thursday PM

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

**Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)**

Just have a wedding towards the end of March, but no other vacation that i know of yet.

**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 just Jeana i met on a job we did at Rutgers.

**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**

John Jay College

**City & State**

Manhattan, NY

**Grade/Degree**

Bachelors Degree

**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:**

Bartender, I have worked as a bartender and server for over 5 years.

**Are you currently employed?**

Yes

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

Hospitality Staffing

**Type of Business**

Hospitality

**Phone Number**

646-979-3256

**Your Position & Duties**

I am a Bartender, setting up, cleaning, serving customers usually at Weddings and events, making sure that the guests are happy with the services provided.

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

7/14 to present

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

15

**Reason for Leaving**

didnt leave

**Still Employed:**

Yes

**Name and Address of Employer**

The Ellora

**Type of Business**

Catering Venue

**Your Position & Duties**

Bartender and occasionally server.

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

6/2014-7/2017

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

13/15

**Reason for Leaving**

no events were scheduled.

**Still Employed:**

No

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

no.

**First Name**

Patrick

**Last Name**

Stout

**E-mail Address**

patrickstout@gmail.com

**Phone**

9086353547

**Relationship:**

former supervisor

**Years Acquainted:**

15

**First Name**

Natalie

**Last Name**

Gallanter

**E-mail Address**

blink395@aol.com

**Phone**

9087053658

**Relationship:**

former coworker

**Years Acquainted:**

20

**First Name**

Darlene

**Last Name**

Allardice

**Phone**

732-887-3205

**Relationship:**

former boss

**Years Acquainted:**

25

**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):**

Tammie Holowka

**Date:**

 Thursday, September 21, 2017





SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017264171650GW**

Report Prepared: 09/21/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Holowka

First Name: Tammie

Date of Birth: 10/17/1983

Social Security Number: \*\*\* \*\* 1825

Hire Date: 09/21/2017

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: 11/30/2019

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/21/2017

Case Submitted By: JPAI1406

Closed On: 09/21/2017

Closed By: JPAI1406

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

SENSITIVE BUT UNCLASSIFIED