

Name: Qwanisha Townsend (walk-in)
1p

Taborca ID: _____

Date of Hire: 06/27/2019

Date of Re-Act: ____/____/____

New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re Act onboarding if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it



ACROBAT OUTSOURCING
TSC GROUP

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name Queneesha Townsend Date: 6-27-19
Home Telephone (404) 648-7622 Other Telephone (970) 484-1174
Present Address 6376 Laurel Post Court
Permanent Address, if different from present address: _____
Email Address queneesha.townsend@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: 11.00/hr
Are you currently registered with any staffing and/or employment agencies? If so, please list _____

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☐ No ☐
Temporary work, e.g., summer or holiday work? Yes ☐ No ☐ From: _____ To: _____

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☐ Name of Referral _____ Newspaper ☐ Job Fair ☐ Agency ☒

Company Website ☐ Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes ☐ No ☐ If hired, on what date could you start working?

6/29/19

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	X						X
PM	X						X

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☐ No ☒ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer USPS

Type of Business _____ Telephone No. (678) 432-1175 Supervisor's Name Kathy

Your Position and Duties • Sort high volume mail
• prepare mail for distribution • document shipment

Dates of Employment: From Nov 18 To Dec 18

Reason for Leaving: Seasonal

Name and Address of Employer New Georgia Project

Type of Business _____ Telephone No. (678) 353 9098 Supervisor's Name Felix Saylor

Your Position and Duties • Certified voter eligibility - register eligible voters
• inform people about upcoming elections

Dates of Employment: From July 2017 To Nov 18

Reason for Leaving: Seasonal

Name and Address of Employer Acrobat Staffing

Type of Business _____ Telephone No. () Supervisor's Name _____

Your Position and Duties • Set up for the event • Set the table
• Serve the food clean off table • clean up

Dates of Employment: From 2017 To 2018

Reason for Leaving: _____

Name and Address of Employer Serious Tutoring

Type of Business _____ Telephone No. (678) 478-6200 Supervisor's Name Lord sendus Watson

Q1 Please Read Carefully, Initial Each Paragraph and Sign Below

Q1 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.

Q1 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.

Q1 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.

Q1 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.

Q1 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.

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

Applicant's Signature E. Younmond Date 6.27.19

Qwaneesha Townsend

6376 Laurel Post Court ■ Lithonia, GA 30058 ■ (404) 698-7622 ■ qwaneesha.townsend@gmail.com

EDUCATION

Georgia Perimeter College
Bachelor of Arts in Sociology

Decatur, GA
Expected Jun 2020

PROFESSIONAL EXPERIENCE

USPS Project

McDonough, GA

Material Handler

Dec 2018 (Seasonal)

- Sort high volume mail
- Prepare mail for distribution
- Document shipments

New Georgia Project

McDonough, GA

Canvasser

Jul 2017 - Nov 2018 (seasonal)

- Certified voter eligibility
- Register eligible voters
- Inform people about the upcoming local election

Private Group Home

Lithonia, GA

Mental Health Associate

May 2015 - Jan 2017

- Provided basic care, therapy, and assistance to patients with mental issues
- Assist with daily activities
- Monitor patient conditions

Universal Protection Services

Conyers, GA

Security Guard

Jun 2015 - Jul 2017

- Check badges of employees going in and out of the monitored building
- Patrol the premises and abutting areas
- Report any criminal activity

Serious Tutoring, Inc.

Atlanta, GA

Executive Assistant

August 2014 - May 2015

- Answered 15 – 20 phone calls per day from clients and prospective clients
- Booked appointments for clients
- Managed the day-to-day calendar of tutoring staff

Vincent Computer Store

Decatur, GA

Secretary

Nov 2010 - Mar 2012

- Answered 10-12 phone calls per day from customers
- Greeted and answered questions of customers that entered the store
- Took orders from customers that needed their computer's fixed
- Worked on computers of customers in order to rid the computers of viruses
- Helped to fix customer computer screens

PROFESSIONAL SKILLS

- Problem Solver, Proficient in Microsoft Word, Excel and PowerPoint, Exceptional Communication Skills, Strong Work Ethic, Time Management

Name Quaneesha Townsend

Servers Test

Score 24 / 35

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

Match the Correct Vocabulary

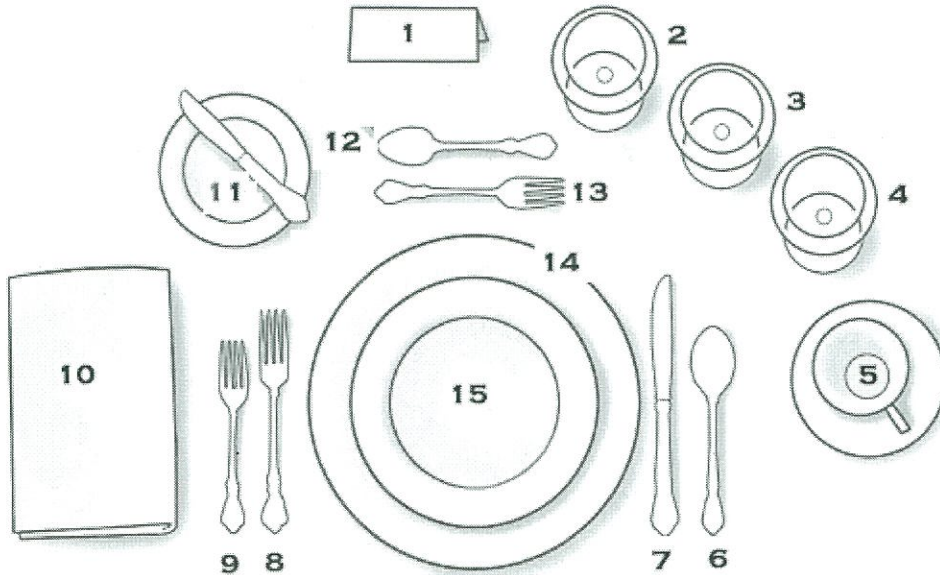
- D Scullery
E Queen Mary
A Chaffing Dish
B French Passing
G ~~B~~ Russian Service
F Corkscrew
C Tray Jack

- 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 | ✓ 9 | Salad Fork |
| ✓ 13 | Dessert Fork | ✓ 14 | Service Plate |
| ✓ 6 | Soup Spoon | ✓ 4 | Wine Glass (White) |
| ✓ 15 | Salad Plate | | |
| ✓ 2 | Water Glass | | |

Fill in the Blank

- The utensils are placed 8 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? crackers, scones cake
- Synchronized service is when one entree comes out at a time.
- What is generally indicated on the name placard other than the name? table #
- The Protein on a plate is typically served at what hour on the clock? 3 o'clock to 9 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Check with the chef to see if its available

Enter room, first person goes to the person most far away from entrance, second in front of other, waiters, table plate at same moment. waiters, table plate