



Your Hospitality Staffing Professionals

Name: Qwanesha Townsend (walk-in)  
1P

Taborca ID: \_\_\_\_\_

Date of Hire: 06/27/2019

Date of Re-Act:   /  /  

#### New employee set up

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

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

- o File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- o Re Act onboarding if initially hired before 1/1/16
- o Check W4
- o Check all demographic info and availability
- o Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- o Complete Notice to Employee with updated pay if necessary
- o Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- o Run new BGC if more than 1 year since last shift worked
- o New orientation/place on time sheet if it's been over a year since last shift
- o New Hire List (all fields)
- o 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 Quineesha Townsend Date: 6-27-19  
Home Telephone (404) 698-7622 Other Telephone (770) 484-1174  
Present Address 6376 Laurel Post Court  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Quineesha.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?

7/29/19

*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<br>HOURS<br>AVAILABLE<br>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 X 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 Mathy  
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 election

Dates of Employment: From 2017 To now

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 Get the table  
Serve the food Clean off table Clean up

Dates of Employment: From 2017 To 2018

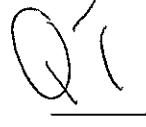
Reason for Leaving: \_\_\_\_\_

Name and Address of Employer Serious Tutoring

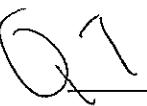
Type of Business \_\_\_\_\_ Telephone No. (678) 478-6200 Supervisor's Name Lord Sensual Watson

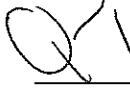
  
Please Read Carefully, Initial Each Paragraph and Sign Below

  
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.

  
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.

  
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.

  
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.

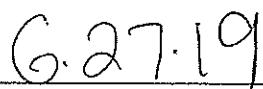
  
Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that 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



Date



# Qwaneesha Townsend

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

## EDUCATION

**Georgia Perimeter College** Decatur, GA  
Bachelor of Arts in Sociology 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

**Servers Test**

**Multiple Choice**

YB 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

qd 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

qd 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

qd 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

qd 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

qa 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

**Match the Correct Vocabulary**

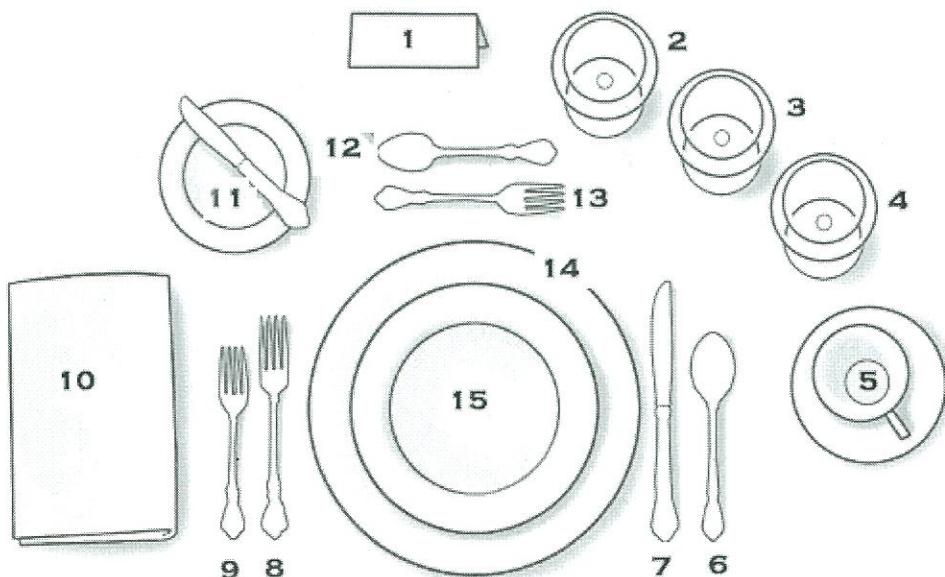
qd Scullery  
E Queen Mary  
A Chaffing Dish  
B French Passing  
G B Russian Service  
F Corkscrew  
C Tray Jack

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

|             |                       |             |                              |
|-------------|-----------------------|-------------|------------------------------|
| ✓ <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>2</u>  | Wine Glass (White) A         |
| ✗ <u>2</u>  | Water Glass           |             |                              |

Fill in the Blank

20 cm

1. The utensils are placed 8 inches inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? crackers, scones cake

3. Synchronized service is when one entree comes out at a time.

4. What is generally indicated on the name placard other than the name? table #

5. The Protein on a plate is typically served at what hour on the clock? 3 o'clock to 9 o'clock

6. 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 it's available.

Center room, first person goes to the person most far away from entrance, second in front of other, when counting waiters, table plate at same time link gun... when table screen gun