

7/2022

Name: Desirae Rivera

Taborca ID: 46800

Date of Hire: 5/8/18

Date of Re-Act: / /

Employee Set up

- ☐ E-verify #: 2018128182502LK
- ☐ Hire Right Sections 1 & 2
- ☐ Background Check (Asurint)
- ☐ Direct Deposit (Scan to Payroll) or Global
Cash Card
- ☐ Attended New Hire Orientation:
5/8/18
- ☐ 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>Desirae Rivera</u>	Interviewer: <u>JJ Fitzhugh</u>
Date: <u>5/8/18</u>	Rate of Pay: <u>\$12</u>
Position (s) Applied for: <u>Dish/Utility</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

Total of _____ in Food Service

Dish for Basking Ridge

Potential vacation
June - 25th ~ July 3rd

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

Transportation

(Car) Public Transit Carpool (Rider / Driver)

Regions Available to work:

North NJ South NJ Central NJ Jersey Shore

Certifications (if any)

TIPS Serv-Safe LEAD Other _____ Will Submit

Availability

Open AM only PM only Weekdays only Weekends only

Details: _____

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 Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

100%

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - ☒ c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - ☒ c) Rubber glove
 - d) Nothing
- D 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - ☒ d) All of the above
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - ☒ b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - ☒ e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- ☒ a) True
 - b) False
- C 7) What should you 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 immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - ☒ c) Use an oven mitt or dry cloth towel
 - d) Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- ☒ a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- C 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - ☒ c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing 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:

Desirae Rivera
Print Name

Desirae Rivera
Signature

05/08/18
Date

Submission Date

05-08-2018 10:23:04

First Name

Desirae

Last Name

Rivera

E-mail Address

desiraerivera1234@gmail.com

Phone

732-690-5325

Address

sunshine court

Unit or Number

502

City, State

parlin, NJ

Zip Code

08859

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

- New Jersey


Which position(s) are you applying for?

- Busser
- Dishwasher

Are you applying for:

- Full-Time

When can you start?

 Wednesday, May 09, 2018

Can you work overtime?

Yes

How did you hear about us?

- Craigslist

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

- Monday AM
- Monday PM
- Tuesday AM
- Tuesday PM
- Wednesday AM
- Wednesday PM
- Thursday AM

0

basking ridge

7am - 3:30pm

* june 25 - july 3rd
potential vacation

\$12

- Thursday PM
- Friday AM
- Friday PM
- Saturday AM
- Saturday PM

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

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

Academy for Urban Leadership Charter High School

City & State

Perth Amboy, NJ

Grade/Degree

no 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

Joyce Leslie
Woodbridge center mall
Store closed down
Manager: Cristin Toledo

Type of Business

retail

Phone Number

N/A

Your Position & Duties

sales associates
cashier
cleaning

Date of Employment (from/to):

2014-2015

Reason for Leaving

store closed down

Still Employed:

No

Name and Address of Employer

Victoria's Secret
Woodbridge center mall
Manager: Rosalie

Type of Business

retail

Phone Number

732-855-8810

Your Position & Duties

sales associate
cashier
stock

Date of Employment (from/to):

2016-2017

Reason for Leaving

not enough hours

Still Employed:

No

Name and Address of Employer

Wawa
177 NJ-34, Matawan, NJ 07747
Manager: Sissy

Type of Business

food

Phone Number

732-335-5500

Your Position & Duties

Deli
cleaning
stocking

Date of Employment (from/to):

January 2018

Reason for Leaving

current

Still Employed:

Yes

First Name

Kayla

Last Name

Tomassini

E-mail Address

N/A@gmail.com

Phone

407-591-9873

Relationship:

Family friend

Years Acquainted:

8 years

First Name

Krystal

Last Name

Hargrave

E-mail Address

N/A@gmail.com

Phone

908-839-2885

Relationship:

Coach/Teacher

Years Acquainted:

4 years

First Name

Cindy

Last Name

Williams

E-mail Address

N/A@gmail.com

Phone

732-925-8711

Relationship:

Family Friend

Years Acquainted:

5 Years

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):

Desirae Rivera

Date:

 Tuesday, May 08, 2018



Case Verification Number: 2018128182502LK

Report prepared: 05/08/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Desirae Rivera

Date of Birth: 05/13/1998

U.S. Social Security Number: ***-**-9204

Employee's First Day of Employment: 05/08/2018

Citizenship Status: U.S. Citizen

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Expiration Date: 12/31/2019

State: New Jersey

List C Document: Certificate of Report of Birth (DS 1350)

Case Information

Current Case Result: Closed

Case Submitted By: Josephine Paik

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close