

6/2021

7/2022



Name: Amanda Hough

Taborca ID: 46970

Date of Hire: 6/6/18

Date of Re-Act:   /  /  

Employee Set up

- E-verify #: 2018157182246CE Attended New Hire Orientation: 6/6/18
- Hire Right Sections 1 & 2
- Background Check (Asurint)
- Direct Deposit (Scan to Payroll) or Global Cash Card
- Added to Orientation Time Sheet
- New Hire List
- Check Taborca Profile (All fields)
- Upload Resume
- Food Handler's Card Status



## 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:

Amanda Hough

Print Name

Amanda Hough

Signature

6/16/18

Date

**Interview Note Sheet**

<b>Applicant Information</b>		Interviewer: Jamie Luong																				
Name: Amanda Hough	Date: 6/6/18	Rate of Pay: \$12 server \$12 bartender																				
Position (s) Applied for: Server, bartender	Referred by:																					
<b>Test Scores</b> <table border="1"> <tr> <td>Server</td> <td>22/35</td> <td>% Bartender</td> <td>24/30</td> <td>%</td> </tr> <tr> <td>Prep Cook</td> <td>15/15</td> <td>% Barista</td> <td>10/10</td> <td>%</td> </tr> <tr> <td>Grill Cook</td> <td>40/40</td> <td>% Cashier</td> <td>10/10</td> <td>%</td> </tr> <tr> <td>Dishwasher</td> <td>10/10</td> <td>% Housekeeping</td> <td>16/16</td> <td>%</td> </tr> </table>		Server	22/35	% Bartender	24/30	%	Prep Cook	15/15	% Barista	10/10	%	Grill Cook	40/40	% Cashier	10/10	%	Dishwasher	10/10	% Housekeeping	16/16	%	<b>Seeking</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Server	22/35	% Bartender	24/30	%																		
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Grill Cook	40/40	% Cashier	10/10	%																		
Dishwasher	10/10	% Housekeeping	16/16	%																		
<b>Relevant Experience &amp; Summary of Strengths</b> <i>Total of _____ in Food Service</i> <i>lives in Iselin</i> <i>Three yrs. serving exp. at banquet hall &amp; Italian restaurant.</i> <i>8 months bartending exp in NY. at bar/lounge</i> <i>willing to travel 30 min.</i>																						
<b>P.O.S. Experience:</b> <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N <b>details:</b> _____																						
<b>Transportation:</b> <input checked="" type="checkbox"/> Car <input type="checkbox"/> Public Transit <input type="checkbox"/> Carpool ( Rider / Driver )																						
<b>Regions Available to work:</b> <input type="checkbox"/> North NJ <input type="checkbox"/> South NJ <input type="checkbox"/> Central NJ <input type="checkbox"/> Jersey Shore																						
<b>Certifications (if any):</b> <input type="checkbox"/> TIPS      Serv-Safe      LEAD      Other _____      Will Submit _____																						
<b>Availability:</b> <input checked="" type="checkbox"/> Open      AM only      PM only      Weekdays only      Weekends only																						
<b>Details:</b> _____																						
<b>Uniforms Owned:</b> <table border="0"> <tr> <td>Bistro</td> <td>Black Bistro</td> <td>Tuxedo</td> <td>1/2 Tuxedo</td> <td>Black Vest</td> <td>Long Black Tie</td> </tr> <tr> <td>Chef Coat</td> <td>Chef Pants</td> <td>Knives</td> <td><input checked="" type="checkbox"/> Black Pants</td> <td><input checked="" type="checkbox"/> Non-Slip Shoes</td> <td><input type="checkbox"/> Bow Tie      Other: _____</td> </tr> </table>				Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie	Chef Coat	Chef Pants	Knives	<input checked="" type="checkbox"/> Black Pants	<input checked="" type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Bow Tie      Other: _____							
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<b>Would you recommend this applicant for Acrobat Academy?</b> <i>Yes</i>		Convention Candidate?	Other Languages Spoken:																			

Servers Test

Multiple Choice

D  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

A

A  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

D

D 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

62/100

A 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

D 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

D 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

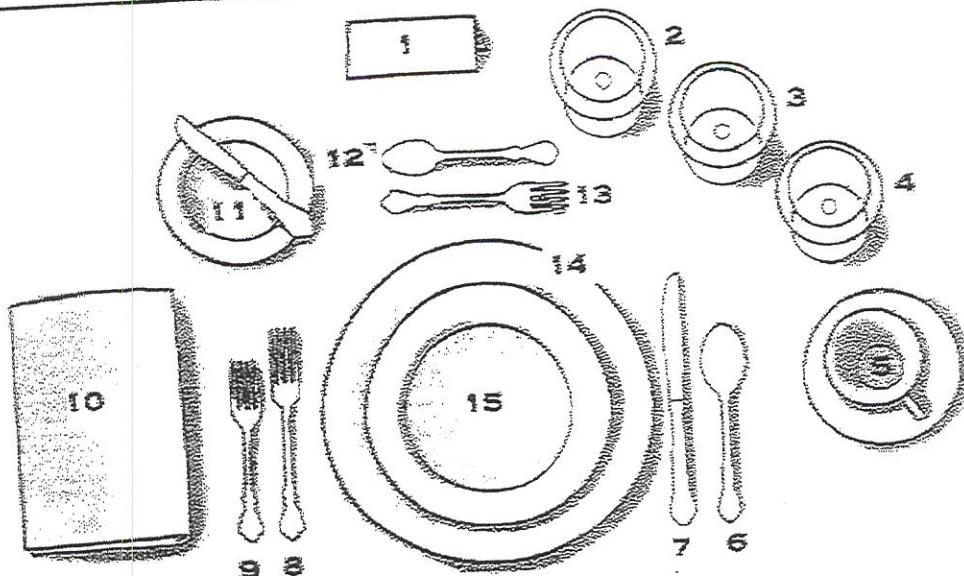
Match the Correct Vocabulary

D  
B  
A  
B  
G

X A Scullery  
X B Queen Mary  
X C Chaffing Dish  
X D French Passing  
X E Russian Service  
X F Corkscrew  
X G 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

Servers Test



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
10	Soup Spoon	14	Service Plate
15	Salad Plate	2	Wine Glass (White)
4	Water Glass		

Fill in the Blank

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

Bartenders Test

Score / 35

Multiple Choice (6 points)

1)  Carbonation \_\_\_\_\_ the rate of intoxication.  
 a) Slows down B  
 b) Speeds up  
 c) Does nothing to

2)  What are the six most commonly used spirits?  
 a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice  
 b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila  
 c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel  
 d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

3)  You can accept an expired ID as long as all other information is correct.  
 a) True  
 b) False

4)  If someone has had too much to drink, serving them coffee will help sober them up.  
 a) True  
 b) False

5)  What are the acceptable forms of ID for Alcohol Consumption?  
 a) State or Government Issued ID Card or Drivers License  
 b) Passport or Passport ID Card (as long as it lists the person's date of birth)  
 c) School ID or Birth Certificate  
 d) A & B  
 e) A, B & C

6)  If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.  
 a) True  
 b) False

24/35

68%

Vocabulary (9 points)

Match the word to its definition

I  "Straight Up" C

Shaker Tin F

C  "Neat" X I

Muddler A

B B Strainer

E E Jigger

G G Bar Mat

D D "Float"

H H "Back"

a.) Used to crush fruits and herbs for craft cocktail making

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

d.) To pour  $\frac{1}{2}$  oz of a liquor on top

e.) Used to measure the alcohol and mixer for a drink

f.) Used to mix cocktails along with a pint glass and ice

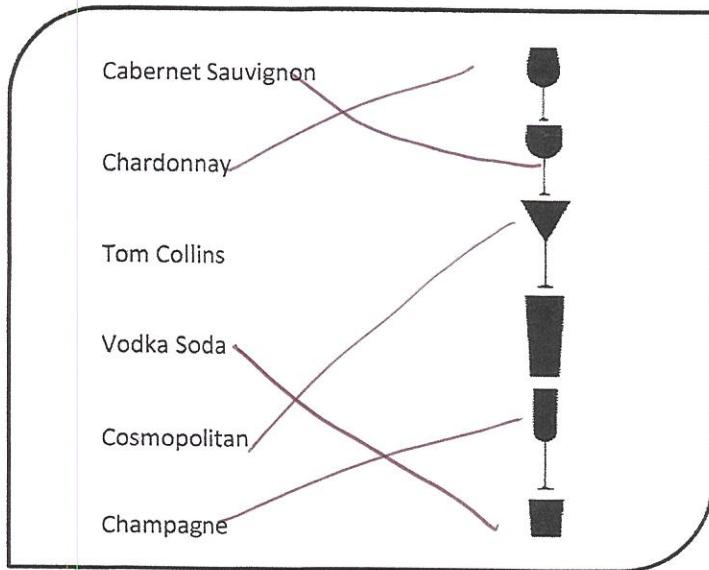
g.) Used on the bar top to gather spills

h.) Requesting a separate glass of another drink

i.) Means to serve spirit room temperature in a rocks glass with no ice

**Glassware** (6 points)

Match the correct glass to the drink



**Answer and Question** (14 points) -2

✗ Provide examples of 3 brand name "top shelf" spirits (3 points): Johnny Walker

✗ What are the ingredients in a Manhattan? \_\_\_\_\_

✗ What are the ingredients in a Cosmopolitan? Vodka

What are the ingredients in a Long Island Iced Tea? gin, vodka, rum, tequila, triple sec, splash coke

✗ What makes a margarita a "Cadillac"? \_\_\_\_\_

✗ What is simple syrup? \_\_\_\_\_

✗ Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

What should you do if you break a glass in the ice? Replace Ice

When is it OK to have an alcoholic beverage while working? Never

✗ What does it mean when a customer orders their cocktail "dirty"? \_\_\_\_\_

What are the ingredients in a Margarita? Patron (tequila), margarita mix, lime

# AMANDA M. HOUGH

*server*

52 GILL LANE ISELIN, NJ 08830

(732) 861-4595 • ahough4@outlook.com

## Objectives

- Dedicated, hardworking self-starter seeking to obtain a hospitality position. Exceptional customer service skills. Able to learn new tasks quickly and effectively. Will represent establishment with a friendly, professional demeanor at all times.

## Skills

- Detail- Oriented
- Efficient multitasking skills
- Strong interpersonal and communication skills
- Great time management skills
- Flexible team player
- Stress tolerant

## Experience

**Universal Banker I** • March 2017 – May 2018

*Bank of Woodbridge* • *Woodbridge, NJ*

- Received checks and cash for deposit, verified amounts, and checked accuracy of deposit slips
- Entered customers' transactions into computer to record transactions and issue computer-generated receipts.
- Balanced currency, coin and checks in cash drawers throughout shift.
- Cashed checks and processed deposits upon balance and signature verifications

**Bartender** • October 2016 – May 2017

*Code Lounge* • *Queens, NY*

- Maintained full knowledge of beverage lists and promotions
- Upheld strict cash handling procedures
- Waited on multiple customers at the bar and throughout bar area
- Greeted guest in a timely and professional manner

**Sales Associate** • August 2016 – November 2016

*Macy's* • *Woodbridge, NJ*

- Operated cash register to process cash, check and credit/debit card transactions
- Greeted incoming customers and provide immediate assistance
- Recommended merchandise based on customer's needs
- Administered all points of sale opening and closing procedures

**Hostess** • March 2016 – August 2016

*Tilted Kilt Pub & Eatery* • *Monmouth Junction, NJ*

## Education

*Middlesex County Community College*

December 2018 • Associates of Science, Business Administration

**Submission Date** 06-06-2018 09:43:35

**First Name**

amanda

**Last Name**

hough

**E-mail Address**

ahough4@outlook.com

**Phone**

7328614595

**Address**

52 Gill Lane

**Unit or Number**

1A

**City, State**

iselin

**Zip Code**

08830

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

- New Jersey

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

- Server
- Bartender
- Housekeeper
- Barista

**Are you applying for:**

- Full-Time

**When can you start?**

Thursday, June 07, 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
- Thursday PM
- Friday AM
- 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)**

july 27-july29

**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**

-John F Kennedy Memorial High School\*  
-Middlesex county community college 2019

**City & State**

Iselin nj

**Grade/Degree**

-High school diploma  
-Associates of science, business administration

**Graduated?**

Yes

**Do you have any special licenses? (If so, label under "Special")**

Yes

**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

**Are you currently employed?**

No

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

BCB Community Bank  
Woodbridge, NJ

**Type of Business**

financial institution

**Phone Number**

7326360077

**Your Position & Duties**

Universal Banker 1:

- Received checks and cash for deposit, verified amounts and checked accuracy of deposit slips.
- Entered customers' transactions into computer to record data.
- Balanced currency, coin and checks in cash drawers throughout shift.
- Cashed checks and processed deposits upon balance and signature verifications.

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

march 2017-May 2018

**Reason for Leaving**

0

**Still Employed:**

No

**Name and Address of Employer**

Code lounge  
Queens, NY

**Type of Business**

Bar/ Lounge

**Your Position & Duties**

Bartender:

- Maintain full knowledge of beverage lists and promotions.
- Upheld strict cash handling procedures.
- Waited on multiple guests at the bar and throughout bar area.
- Greeted guests in a timely and professional manner.

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

October 2016- may 2017

**Reason for Leaving**

Distance

**Still Employed:**

No

**Name and Address of Employer**

Macy's  
Woodbridge, NJ

**Type of Business**

Retail

**Your Position & Duties**

Sales Associate:

- Operated cash register to process cash, check and credit/debit card transactions.
- Greeted incoming customers and provide immediate assistance.
- Recommended merchandise based on customer's needs.
- Administered all points of sale opening and closing procedures.

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

august 2016- November 2016

**Reason for Leaving**

Not enough hours

**Still Employed:**

No

**First Name**

tiana

**Last Name**

singer

**E-mail Address**

t@s.com

**Phone**

7324255342

**Relationship:**

co worker

**Years Acquainted:**

4

**First Name**

juliana

**Last Name**

kizima

**Phone**

9083910633

**Relationship:**

co worker

**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):**

Amanda Hough

**Date:**

Wednesday, June 06, 2018

**Please Attach Resume Below**

ahough.res..docx



## Case Verification Number: 2018157182246CE

Report prepared: 06/06/2018

### Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### Employee Information

**Name:** Amanda M. Hough

**Date of Birth:** 07/01/1997

**U.S. Social Security Number:** \*\*\*-\*\*-0126

**Employee's First Day of Employment:** 06/06/2018

**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:** 09/30/2018

**State:** New Jersey

**List C Document:** Social Security Card

### Case Information

**Current Case Result:** Closed

**Case Submitted By:** Josephine Paik

**Case Status:** Employment Authorized

**Reason for Closure:** Employment Authorized Auto Close