

Acrobat
outsourcing
Your Hospitality Staffing Professionals

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
- Hire Right Sections 1 & 2
- Background Check (Asurint)
- Direct Deposit (Scan to Payroll) or Global Cash Card
- Attended New Hire Orientation: 6/6/18
- 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 Hagh
Print Name

Amanda Hagh
Signature

6/16/18
Date

Interview Note Sheet

Applicant Information		Interviewer: <u>Jamie Luongo</u>	
Name: <u>Amanda Hough</u>	Rate of Pay: <u>\$12 server \$12 bartender</u>		
Date: <u>6/6/18</u>	Referred by:		
Position (s) Applied for: <u>server, bartender</u>			

Test Scores			
Server	<u>22/35</u>	% Bartender	<u>24/30</u> %
Prep Cook	<u>/15</u>	% Barista	<u>/10</u> %
Grill Cook	<u>/40</u>	% Cashier	<u>/10</u> %
Dishwasher	<u>/10</u>	% Housekeeping	<u>/16</u> %

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

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

lives in Iselin

Three yrs. serving exp.
at banquet hall & Italian restaurant.

8 months bartending exp in NY.
at bar/lounge

Willing to travel 30 min.

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? Yes

Convention Candidate?

Other Languages Spoken:

Name Amanda Hargh

Score 35

Servers Test

22/35

Multiple Choice

- D 1) Food is served on what side with what hand? A
- On the left side with the left hand
 - On the left side with the right hand
 - On the right side with the left hand
 - On the right side with the right hand
- A 2) Drinks are served on what side with what hand? D
- On the left side with the left hand
 - On the left side with the right hand
 - On the right side with the left hand
 - On the right side with the right hand
- D 3) Food and drinks are removed on what side with what hand?
- On the left side with the left hand
 - On the left side with the right hand
 - On the right side with the left hand
 - On the right side with the right hand
- A 4) What part of a glass should you handle at all times?
- The stem
 - The widest part of the glass
 - The top
- D 5) When you are setting a dining room how should you set up your tablecloths?
- Neatly and evenly across the tables
 - The creases should all be going in the same directions
 - The chairs should be centered and gently touching the table cloth
 - All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?
- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 - Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
 - Try to convince the guests to eat what you brought them
 - Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

62/100

Match the Correct Vocabulary

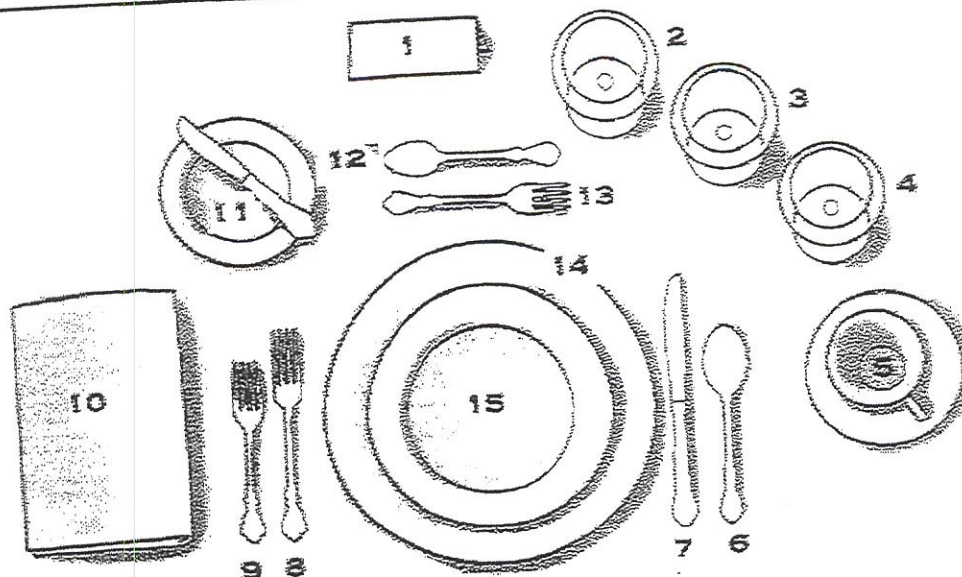
- D X X X X X X
- A Scullery
- D Q Queen Mary
- E Chaffing Dish
- G French Passing
- B Russian Service
- F Corkscrew
- C Tray Jack

- 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 _____

Score / 35

Servers Test



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) 2
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>10</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>2</u>	Wine Glass (White) 3
<u>4</u>	Water Glass		

Fill in the Blank

- The utensils are placed 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar, cream/milk
- Synchronized service is when: _____
- What is generally indicated on the name placard other than the name? The event or table #
- The Protein on a plate is typically served at what hour on the clock? _____
- 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) 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)

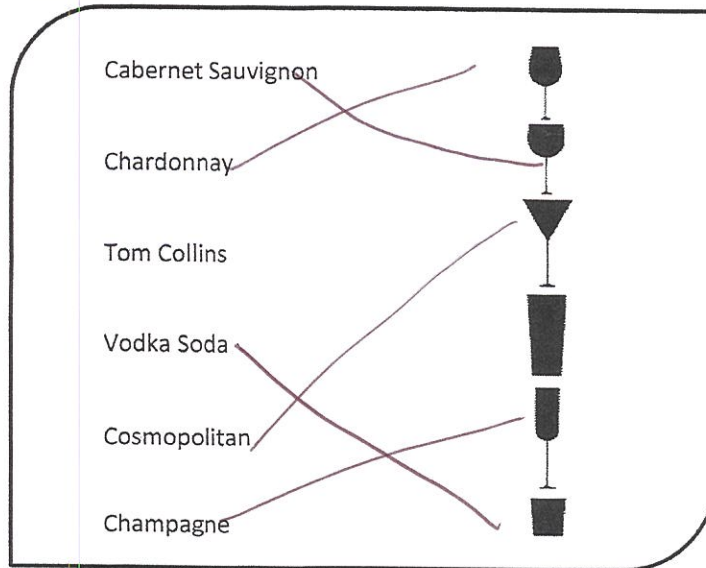
Match the word to its definition

- I ☒ "Straight Up"
 C ☒ Shaker Tin
 C ☒ "Neat"
 A ☒ Muddler
 B ☒ Strainer
 E ☒ Jigger
 G ☒ Bar Mat
 D ☒ "Float"
 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 ½ 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

server

AMANDA M. HOUGH

52 GILL LANE ISELIN, NJ 08830

(732) 861-4595 • athough4@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

o

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