



6/20/21

7/20/22

Name: Michael Moretti

Taborca ID: 47073

Date of Hire: 6/14/18

Date of Re-Act: / /

Employee Set up

- E-verify #: 201816514495800
- Attended New Hire Orientation: 6/14/18
- 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 _____

Interview Note Sheet

Applicant Information			
Name:	Michael Moretti		
Date:	6/14/18		
Position (s) Applied for:	Server		
Interviewer:	Jamie Luongo		
Rate of Pay:	\$10.00/hr		
Referred by:			
Seeking:			
Full-Time			
Part-Time			
Relevant Experience & Summary of Strengths			
Total of <u>3</u> in Food Service			
<p>lives in West Orange</p> <ul style="list-style-type: none"> — Three yrs serving exp in Panera did deliveries including set up and sometimes serving — Helped caterers set up and serve at banquet hall <p>willing to travel up to hour and a half</p>			
<p>P.O.S. Experience: <input checked="" type="radio"/> Y <input type="radio"/> N details: _____</p>			
<p>Transportation:</p> <p><input checked="" type="radio"/> Car Public Transit Carpool (Rider / Driver)</p>			
<p>Regions Available to work:</p> <p><input checked="" type="radio"/> North NJ <input type="radio"/> South NJ <input type="radio"/> Central NJ Jersey Shore</p>			
<p>Certifications (if any):</p> <p><input type="radio"/> TIPS Serv-Safe LEAD Other _____ Will Submit _____</p>			
<p>Availability:</p> <p><input checked="" type="radio"/> Open AM only PM only Weekdays only Weekends only</p>			
<p>Details:</p>			
<p>Uniforms Owned:</p> <p><input checked="" type="radio"/> Bistro <input checked="" type="radio"/> Black Bistro Tuxedo 1/2 Tuxedo <input checked="" type="radio"/> Black Vest Long Black Tie <input type="radio"/> Chef Coat <input type="radio"/> Chef Pants <input type="radio"/> Knives Black Pants <input checked="" type="radio"/> Non-Slip Shoes <input type="radio"/> Bow Tie Other: _____</p>			
<p>Would you recommend this applicant for Acrobat Academy?</p> <p><input checked="" type="radio"/> Yes</p>		<p>Convention Candidate?</p> <p>Other Languages Spoken:</p>	

Servers Test

Multiple Choice

X 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

BX 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

AX 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

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

BX 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

BX Queen Mary

E Chaffing Dish

A French Passing

G 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

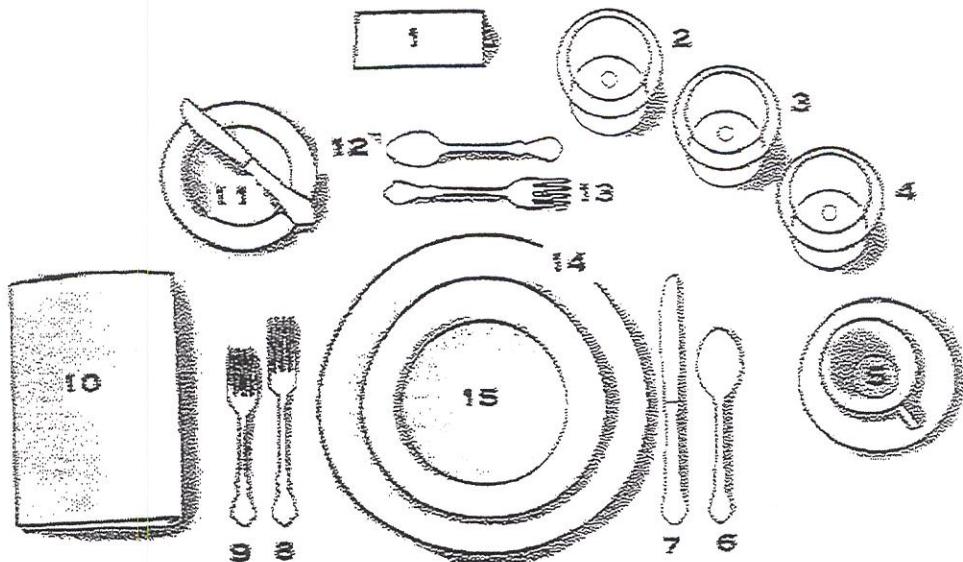
E Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Used to open bottles of wine

G Style of dining in which the courses come out one at a time

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>4</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>3</u>	Wine Glass (White)
<u>2</u> <i>(Handwritten)</i>	Water Glass		

Fill in the Blank

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar and Cream
3. ~~Y~~ Synchronized service is when: All servers are out
4. ~~Y~~ What is generally indicated on the name placard other than the name? Seat Number
5. ~~Y~~ The Protein on a plate is typically served at what hour on the clock? 8:00
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Inform if that is available



New Hire Acknowledgement Form

For Employee:

- 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:

Michael Morett

Print Name

Ref 71

MH2

Signature

6/14/18

Date

server

6/14/18
10am

Michael Moretti

West Orange, NJ 07052
mmoretti1995@gmail.com
9739325059

Work Experience

Production Associate

Panera Bread - Park, KS
July 2015 to October 2016

Delivery Driver

Panera Bread
2015 to 2015

UPS Package Handler

UPS
2014 to 2015

Server

Sbarros
2013 to 2014

Education

Still in school

Essex County College

Skills

Mathematics

Submission Date 06-13-2018 06:35:25

First Name

Michael

Last Name

Moretti

E-mail Address

mmoretti1995@gmail.com

Phone

9739325059

Address

16 Maple St

Unit or Number

16

City, State

West orange

Zip Code

07052

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

- New Jersey

Which position(s) are you applying for?

- Cook
- Server

Are you applying for:

- Full-Time

When can you start?

Monday, June 18, 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
- Tuesday AM
- Wednesday AM
- Thursday AM
- Friday AM

Have you ever applied to or worked for Acrobat before?

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

Michael Moretti

City & State

West orange nj

Grade/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?

No

Can we contact your current employer?

No

Name and Address of Employer

Michael Moretti

Type of Business

Panera bread

Phone Number

9739325059

Your Position & Duties

Production associate and delivery driver

Date of Employment (from/to):

06/12/2015-06/11/2018

Reason for Leaving

It isn't the best work environment anymore and the managers and I weren't seeing eye to eye

Still Employed:

No

Name and Address of Employer

Michael Moretti

Name and Address of Employer

Michael Moretti

First Name

Amarellis

Last Name

Giorlando

E-mail Address

amarellisg@gmail.com

Phone

8624009439

Relationship:

Co worker

Years Acquainted:

2 years

First Name

Michael

Last Name

Moretti

E-mail Address

mmoretti1995@gmail.com

First Name

Michael

Last Name

Moretti

E-mail Address

mmoretti1995@gmail.com

Phone

Relationship:

Single

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):

Michael Moretti

Date:

Wednesday, June 13, 2018



Case Verification Number: 2018165144958CC

Report prepared: 06/14/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Michael E. Moretti

Date of Birth: 07/15/1995

U.S. Social Security Number: ***-**-3212

Employee's First Day of Employment: 06/14/2018

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: 01/31/2021

State: New Jersey

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Jamie Luongo

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close