

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

6/2021

7/2022

Name: Michael Moretti

Taborca ID: 47073

Date of Hire: 6/14/18

Date of Re-Act:     /    /    

Employee Set up

- E-verify #: 201816514495800
- Hire Right Sections 1 & 2
- Background Check (Asurint)
- Direct Deposit (Scan to Payroll) or Global Cash Card
- Attended New Hire Orientation: 6/14/18
- 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>Michael Morretti</u>	Interviewer: <u>Jamie Luongo</u>
Date: <u>6/14/18</u>	Rate of Pay: <u><del>\$12.00</del> 13.5</u>
Position (s) Applied for: <u>server</u>	Referred by:

Test Scores					
Server	<u>62%</u> /35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

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

## Relevant Experience & Summary of Strengths

Total of 3 in Food Service

lives in West Orange — Three yrs serving exp in Panera did deliveries including set up and sometimes serving — Helped caterers set up and serve at banquet hall willing to travel up to hour and a half

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 Michael Moore 6/14/18

**Servers Test**

Score / 35

**Multiple Choice**

-13  
62%

- 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
- B 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
- A 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
- B 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

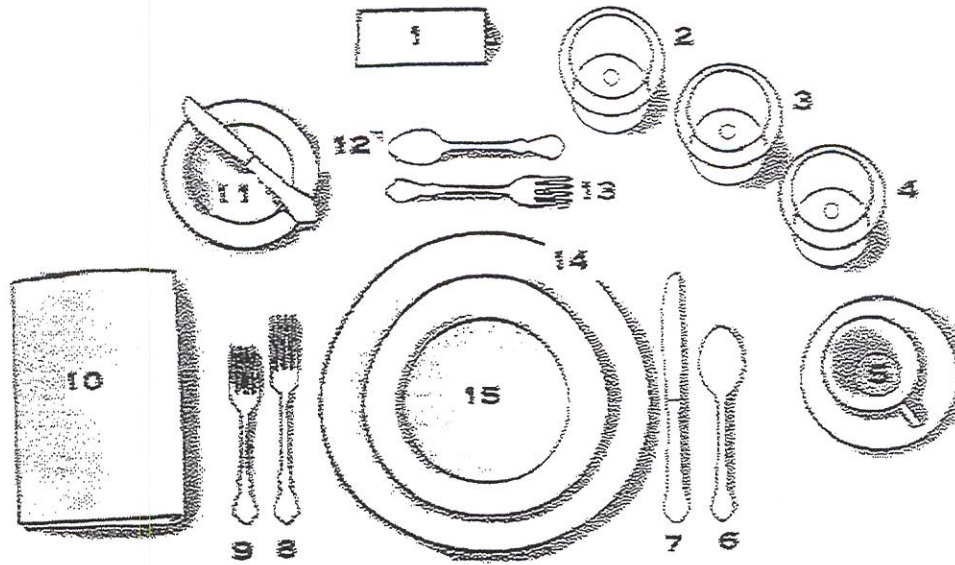
**Match the Correct Vocabulary**

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>B</u> Queen Mary      | <u>B</u> 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) |
| <u>E</u> Chaffing Dish   | <u>C</u> Used to hold a large tray on the dining floor  |
| <u>A</u> French Passing  | <u>D</u> Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <u>F</u> Used to open bottles of wine   |
| <u>C</u> Tray Jack       | <u>G</u> Style of dining in which the courses come out one at a time  |

Name Michael Moretti 6/14/16

## 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>  | Water Glass           |           |                              |

### Fill in the Blank

- The utensils are placed 2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar and Cream
- X Synchronized service is when: All servers are out
- X What is generally indicated on the name placard other than the name? Seat Number
- X The Protein on a plate is typically served at what hour on the clock? 8:00
- 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 Employer

- ☐ Additional Information Sheet
- ☐ Application
- ☐ I-9
- ☐ W-4
- ☐ Offer Letter
- ☐ Background Authorization Release
- ☐ Sexual Harassment Prevention Policy
- ☐ Global 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

[Signature]

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 deploma

**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