

Name: Marolyn Willis (ReAct)

Taborca ID: _____

Date of Hire: ____/____/____

Date of Re-Act: ____/____/____

New employee set up

- ☐ E-verify
- ☐ Hire Right EE
- ☐ Hire Right Internal (upload any list A docs)
- ☐ Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- ☐ Notice to Employee Completed
- ☐ Added to Orientation Time Sheet
- ☐ Attended New Hire Orientation
- ☐ Background Check
- ☐ New Hire List (All fields)
- ☐ Check Taborca Profile (All fields)
- ☐ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- ☐ File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- ☐ Re Act onboarding if initially hired before 1/1/16
- ☐ Check W4
- ☐ Check all demographic info and availability
- ☐ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- ☐ Complete Notice to Employee with updated pay if necessary
- ☐ Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- ☐ Run new BGC if more than 1 year since last shift worked
- ☐ New orientation/place on time sheet if it's been over a year since last shift
- ☐ New Hire List (all fields)
- ☐ Delete employee from the INA/TER spreadsheet if they are on it

| | | | | |
|--|--|--------------------|--|--------------------|
| Name: <u>Margyn Willis</u> | | Date: _____ | Position (s) Applied for: <u>Prep-Cook</u> | Referred by: _____ |
| Interviewer: _____ | | Rate of Pay: _____ | Total of _____ in Food Service/Hospitality | |
| <p><i>Prep-cook</i></p> | | | | |
| <p>P.O.S. Experience: Y / N details: _____</p> | | | | |
| <p>Transportation: <u>Car</u> Public Transit Carpool (Rider / Driver)</p> | | | | |
| <p>Regions Available to work: East South West North</p> | | | | |
| <p>Certifications (if any): <u>Decatur</u></p> | | | | |
| <p>TIPS: Serv-Safe LEAD Other Will Submit</p> | | | | |
| <p>Availability: <u>Open</u> AM only PM only Weekdays only Weekends only</p> | | | | |
| <p>Uniforms Owned: _____</p> | | | | |
| <p>Details: _____</p> | | | | |
| <p>Chef Coat: _____</p> | | | | |
| <p>Black Pants: _____</p> | | | | |
| <p>Knives: _____</p> | | | | |
| <p>Black Bistro: _____</p> | | | | |
| <p>Tuxedo: _____</p> | | | | |
| <p>1/2 Tuxedo: _____</p> | | | | |
| <p>Black Vest: _____</p> | | | | |
| <p>Long Black Tie: _____</p> | | | | |
| <p>Bow Tie: _____</p> | | | | |
| <p>Other: _____</p> | | | | |
| <p>Would you recommend this applicant for Acrobat Academy? _____</p> | | | | |
| <p>Convention Candidate? _____</p> | | | | |
| <p>Other Languages Spoken: _____</p> | | | | |

| | | | | | | | |
|------------|---|-----|---|--------------|---|-----|---|
| Server | % | /35 | % | Bartender | % | /35 | % |
| Prep Cook | % | /20 | % | Barista | % | /15 | % |
| Grill Cook | % | /40 | % | Cashier | % | /15 | % |
| Dishwasher | % | /10 | % | Housekeeping | % | /14 | % |

| |
|-----------|
| Part-Time |
| Full-Time |



ACROBAT OUTSOURCING
TSC GROUP

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name MAROLYN WILLIS Date: 678-508-0514
Home Telephone () _____ Other Telephone () _____
Present Address 1944 Farn's Drive Decatur GA 30032
Permanent Address, if different from present address: _____
Email Address marolynwillis@gmail.com

EMPLOYMENT DESIRED

Position applying for: COOK Salary desired: 12.00

Are you currently registered with any staffing and/or employment agencies? If so, please list

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☐ No ☐

Temporary work, e.g., summer or holiday work? Yes ☐ No ☐ From: _____ To: _____

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☒ Name of Referral Friend Newspaper ☐ Job Fair ☐ Agency ☐

Company Website ☐ Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

| SPECIFY HOURS AVAILABLE DAILY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--------|--------|---------|-----------|----------|--------|----------|
| AM | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| PM | 5:00 | 5:00 | 5:00 | 5:00 | 5:00 | 5:00 | 5:00 |

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☒ No ☐ If yes, when? Last year

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☐ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐

State age if you are under 18 _____. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.) _____

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

| | | | |
|----------------------------|--------------------|------------------|-------------------|
| NAME OF SCHOOL | CITY & STATE | GRADE OR DEGREE | DID YOU GRADUATE? |
| <u>Trinity High School</u> | <u>Buena Vista</u> | <u>COMPLETED</u> | <u>Yes</u> |

| | | |
|--|-----|----|
| Do you have any special licenses, certificates or special training? If so please list under "Special". | YES | NO |
| Are you computer literate? If so, list software knowledge under "Special". | YES | NO |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special." | YES | NO |
| Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special." | YES | NO |

Special: Server/ Cook/ Server

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes___ No___

If so, describe: _____

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Ruby Chick-fil-a at morehouse Telephone No. (404) 713-5248

Address _____

Occupation: Manager Relationship: _____ Number of Years Acquainted: 1yr

Name: Brenda Morrison Telephone No. (229) 924-2321

Address _____

Occupation: D.F.C./manager Relationship: _____ Number of Years Acquainted: 13yrs.

Name: Frank Dotts Telephone No. (229) 828-3329

Address _____

Occupation: Retired Relationship: friend Number of Years Acquainted: _____

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____ Supervisor's Name _____

MAROLYN LOUISE WILLIS

1944 Farris Drive

Decatur, Ga. 30032

Cell: 1-678-508-0514

Message phone: 1-470-265-2807 or 1-229-828-3329

marolynwillis@gmail.com

SUMMARY OF QUALIFICATIONS

- Excellent Customer Service
- 10 years Cooking Experience
- Server, Prep-Cook
- Training and supervisor skills
- Computer Knowledge
- Janitorial skills
- Inventory experience
- Team player
- 10 years of Equipment Operator
- Calibrating the gas grill
- Sewing Machine Operator
- Punch Machine Operator
- Packer
- Fork Lift Operator
- 10 years plus years Assembly and Finishing
- Georgia Work Ready Certified.

Work Experience

Chick-Fila at Morehouse College

02/2018- 05/2018

Breader /Prep cook

- Breaded and prepared chicken portions for sandwich board,
- Prepared all prep for board and salad station
- Cooked all food for sandwich board, basically main cook/ prep cook ,etc

Global Staffing, Inc.

07/2017 - 01/2018

Packer / Inspector

- Packed various product on production line to be shipped to different companies
- Inspected product to be shipped to different companies

Spruced Interiors, Inc.

05/2015 - 07/2016

Install/Office Desk

- Install several cubicles
- Furniture assembly
- Residential remodeling for different companies

Post 267 American Legion

06/2012 – 08/2015

Special Events Cook

- Prepare meals for 250+ members and guests according to specifications

Labor Finders, Inc.

03/2011 – 08/2014

Electrician App./Carpenter/Heavy Equip. Operator

- General demo work
- Built concrete forms
- Laid pipes for different construction sites

The Aim Group, Inc.

40 hour Haz-woper Technician

06/2010 – 08/2010

- Cleaned up tar balls debris from different beaches with proper p.p.e. gear
- Operated ATV Trucks for removal of de-con bags
- Worked in de-con stations

MAROLYN LOUISE WILLIS

Ritch Electric, Inc.

Electrician App.

01/2008 – 11/2009

- Installed receptacles and fire alarms
- Pulled various wires to main boxes
- Ran conduit
- Installed doors, locks, and kick plates
- Used various cutting tools
- Installed metal studs and gypsum drywall

Staffing Solutions, Inc.

10/2007 – 03/2008

Assembler / Quality Control

- Inventory Sheets and various light fixtures
- Performed quality control for lighting fixtures
- Entered component information into software system

EDUCATION:

Ga. Work Ready

Tri- County High School

Cashier Test

Score / 15

1) A roll of quarters is worth?

- a) \$5.00
- ☒ b) \$10.00
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- ☒ a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- ☒ d) \$2.00

4) A roll of pennies is worth?

- ☒ a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city 8.75% ?

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- ☒ c) \$7.06
- d) \$5.06

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- ☒ b) \$14.50
- c) \$9.50
- d) \$4.50

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- ☒ d) \$12.00

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- ☒ a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

Cashier Test

Score / 15

11) Counterfeit pens should be used on which three denominations?

- a) ☒ \$20, \$50, \$100
- b) ☐ \$10, \$20, \$50
- c) ☐ \$5, \$50, \$100
- d) ☐ \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) ☒ one
- b) ☐ two
- c) ☐ three
- d) ☐ no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21

14) What are the acceptable forms of ID for alcohol purchases?

State Issued ID

15) How many \$20 bills are in a bank band?

50

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SUMMARY OF QUALIFICATIONS

- 10+ years of cooking experience

WORK HISTORY

Chick-Fila at Morehouse College

02/2018- 05/2018

Breader /Prep cook

- breaded and prepared chicken portions for sandwich board, also prepared all prep for board and salad station, cooked all food for sandwich board, basically main cook/ prep cook ,etc

Post 267 American Legion

06/2012 – 08/2015

Special Events Cook

- Prepare meals for 250+ members and guests according to specifications

L & S Services

06/2006 – 06/2007

Cook and Server

- Assisted First Cook in preparing all foods for breakfast and lunch
- Prepared and cooked soups, meats, desserts, and other food for consumption
- Read menus to estimate food for requirements
- Order food from supplier or produce for storage
- Adjusted thermostat controls to regulate temperature on ovens, broilers, steam kettles, etc.

Applebee's Bar and Grill

11/1993 – 07/1995

Fry Cook

- Prepared all foods to order for day shifts
- Prep for next day

Cafe Aledine

06/1995 – 07/1996

Lead Cook

- Ensure restaurant was ready for each business day
- Cooked a variety of foods, vegetables, meats, breads, cakes, and pies, etc.

Moultrie Country Club

09/1996 – 07/1997

Cook

- Prepared food to order and prepped for each business day

Webster County Elementary School.

02/1991 – 01/1992

Cook

- Prepared food for approximately 400 children each day
- Prepared prep each day and maintained clean, organized work area

Four County Health.

01/1994 – 01/1996

Cook

- Prepared different foods for approximately 250 people each day
- Prepped for following day's menu, ensuring proper supplies and food on hand

EDUCATION:

Ga. Work Ready

Tri- County High School

References available upon request

