



Debbie McKee <debbie@acrobatoutsourcing.com>

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>

Fri, Aug 24, 2018 at 11:45 AM

Reply-To: patriciagadson766@gmail.com

To: debbie@acrobatoutsourcing.com, josephine@acrobatoutsourcing.com

Employment Application New Jersey

First Name	Patricia
Last Name	Taylor
E-mail Address	patriciagadson766@gmail.com
Phone	862-900-2865
Address	Elwood Avenue
Unit or Number	134
City, State	Newark, N.J.
Zip Code	07104
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server
Are you applying for:	Full-Time Part-Time
When can you start?	08-24-2018
Can you work overtime?	Yes
How did you hear about us?	Referral
If you were referred, please tell us by whom:	Denise
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM Saturday PM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	Sept 2, 2018 Sept 15, 2018 Sept 20, 22, & 23, 2018
Have you ever applied to or	No

worked for Acrobat before?

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

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

Are you able to perform the essential functions of the job for which you are applying? Yes

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.)

Name of School	Middlesex County College
City & State	Edison, N.J.
Grade/Degree	Office Automation & Computerized Accounting
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")	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
Special:	Payroll in ADP systems, and SAP systems
Are you currently employed?	Yes
Can we contact your current employer?	Yes
Name and Address of Employer	Grand Centurion
Type of Business	Banquet Hall - Catering

Phone Number	732-382-1664
Your Position & Duties	Server
Date of Employment (from/to):	08/2018
Reason for Leaving	still employed
Still Employed:	Yes
Name and Address of Employer	Amazon Fulfillment Center 275 Omar Avenue Avenel, N.J.
Type of Business	Warehouse - Distribution Center
Phone Number	000000000000
Your Position & Duties	Warehouse Associate, Packing & Stowing
Date of Employment (from/to):	03/2017 to 10/2017
Reason for Leaving	Seasonal position
Still Employed:	No
Name and Address of Employer	Robert Half Company Accountingtemps
Type of Business	Staffing Agency
Phone Number	201-239-5801
Your Position & Duties	Administrative Office, Payroll and accounting software. Collections etc
Date of Employment (from/to):	05/2017 to 09/2017
Reason for Leaving	Assignments were short term
Still Employed:	No
Have you ever been fired from a previous place of employment? If yes, please explain:	No
Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:	No
First Name	Kim
Last Name	Manigault
E-mail Address	kimmanigault@aol.com
Phone	908-229-2736
Relationship:	Friend
Years Acquainted:	27 years
First Name	
Last Name	
E-mail Address	
Phone	

Relationship:

Years Acquainted:

First Name

Last Name

E-mail Address

Phone

Relationship:

Years Acquainted:

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, (Checked box indicates acknowledgement)

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.

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):

Patricia Taylor

Date:

08-24-2018

Please Attach Resume
Below

You can [edit this submission](#) and [view all your submissions](#) easily.

PATRICIA TAYLOR

PROFILE

Career highlights include an office management role where I reported directly to the Chief Financial Officer of a large well established multi-million dollar manufacturing firm. Other roles included supervision of a billing and coding department overseeing the performance of twenty nurses and coders. Well organized individual with meticulous attention to detail particularly in the areas of punctuality, prioritizing tasks and completion of assignments. Proven leadership skills including the ability to supervise and train others. Key strengths include: Budget Reports, accounts management, Accounts payable/receivable with logistics. Supervisory experience, proficient in MS office suite, collections expertise, customer service. Highly structure and organized and use of office equipment.

EXPERIENCE

Payroll Technician Clerk, University Hospital, Newark, NJ 2016 - 2016

Three month assignment provided by Adecco Staffing Agency, in the Finance Dept - Payroll of University Hospital. My duties were preparing a staff of 6000 employees time sheets that were turned into the department to put in the Banner Accounting System the timesheets data is placed into the system of exempt and non-exempt time worked. Prepared manual checks for other employees that were on leave with benefits or/ and on Worker's Comp. Processed the data into excel spreadsheet for weekly annual reports. Preparing for scheduled Federal withholdings for 2016 for NJ and PA. Answered phones and process retirement and benefit claims.

Administrative Assistant, Saint Peter's Hospital, New Brunswick, NJ 2009-2012

Began as an administrative assistant to the IT department through J & J Staffing Resources. Due to exceptional work performance was promoted to the billing and coding department, where I assisted the Director of Nursing in supervising up to twenty nurses; responsible for ensuring the accuracy of numeric inputs for billing purposes. Other duties included scheduling appointments, managing nurse calendars, performing general clerical work and all other tasks as requested by the nursing staff or Director.

Collections Agent, Midco Waste, New Brunswick, NJ 2006-2009

Managed accounts including billing out for services rendered, ensuring that payments were up to date. Responsible for all aspects of Accounts payable/Receivable. Became licensed by the State of NJ as a certified truck weigher, ensuring that garbage trucks were charged by weight and met legal industry standards.

Return Clerk/Logistics, Church & Dwight/ Arm & Hammer Co. Inc; New Brunswick, NJ 2000-2006

Ensured that returns were properly handled and changed backs were issued when appropriate. Used stock ID codes within inventory control to identify products that were no longer sellable and arranged charitable tax deductible donations when appropriate. Operated under OSHA and Hazmat safety guidelines.

EDUCATION

Mercer County College - Certification in Excel 1,2,3/ SAP Software - 2000

Middlesex County College - Office Automation: Microsoft Office; Quick Books - 1991

Eastside High School - High School diploma obtained - 1981

SKILLS

Dedicated professional with over twenty years of clerical experience including as an Office manager and Administrative Assistant.

REFERENCES

References will be given upon request. Thank you kindly

Interview Note Sheet

Applicant Information

Name: Patricia Taylor

Interviewer: Debbie McKee

Date: 8/24/2018

Rate of Pay: \$14.00 per hour

Position (s) Applied for:

Banquet Server/Bartender

Referred by:

Denise Babin

Test Scores

Server	<u>31</u> / <u>35</u>	<u>88</u> %	Bartender	<u>/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

Part-Time

Relevant Experience & Summary of Strengths

Total of 6 in Food Service

Worship with Denise Babin @ Grand Centurian @ Server
Worship weekends @ Grand Centurian
no Sundays - willing to travel
30 minutes.

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 Black Pants Non-Slip Shoes Bow Tie Other: _____
 Would you recommend this applicant for Aprobet Academy? _____
 Other Languages Spoken: _____