

Interview Note Sheet

Name: <u>Regina Ferol</u>	Interviewer: <u>Jennifer Tucker</u>
Date: <u>12/27/18</u>	Rate of Pay: <u>\$14, \$15</u>
Position(s) Applied for: <u>Bangz (kt) Sinter / Bartender</u>	Referred by:

Server	135	%	Bartender	130	%	
Prep Cook	115	%	Barista	110	%	
Grill Cook	140	%	Cashier	110	%	
Dishwasher	110	%	Housekeeping	115	%	

Availability- Weekends
availability Total of _____ in Food Service

travel up to -45 minutes

Experience- Compass Group- The Bistro at 455,
Millennium Hilton, Disney World
- Server / Bartender experience

P.O.S. Experience: Y / N details:

Car	Public Transit	Carpool (Rider / Driver)
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North NJ	South NJ	Central NJ	Jersey Shore
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TIPS	Serv-Size	LEAD	Other _____	Will Submit
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Open Details:	AM only	PM only	Weekdays only	Weekends only
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Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Kilts	Black Pants	Non-Slip Shoes	Bow Tie

Would you recommend this applicant for Academy Academy?

Regina I. Ford
32 Skytop Gardens, Apt 14
Parlin, NJ 08859
646-319-7015/reginaford10@gmail.com

Education:

Manhattan Center for Math and Science High School
New York City Technical College, Hospitality Management – Associate of Science and Bachelor of Science
Everest University Paralegal Studies

Experience:

Children's-Specialized Hospital - N.J. May 2011 – August 2013
Supervisor of Dietary Services –Routine administrative and clerical duties filing of paper and electronic documents, photocopying and collating materials, scanning, faxing, knowledge of legal terms and usage. Office management which includes computer programs, end of month inventory purchasing and payroll functions. Verification of financial documents, end of month inventory counts, and assists the director with fiscal documentation.

Compass-USA – PA., N.J., N.Y. June 2007 – April 2011
Manager – Administrative and clerical duties including; filing of paper and electronic documents, photocopying and collating materials, office management duties included payroll, scheduling, computer and knowledge of legal terms and usage. Maintain a reasonable weekly labor cost for the dining department. Supervising associates, updating corporate training manuals and develop classes as needed for each facility. Partnering with corporate human resources team to incorporate programs and initiate new promotional items. Oversee various areas of the facility, working with directors on keeping labor at budget and increasing revenue during targeted hours of operations.

The Bistro at 455 - N.J. December 2006 – March 2007
Restaurant Manager – Developing spread sheets to control food cost, labor, and weekly sales generated. Managed office, general duties included vendor payment, catered and room service request for the hotel. Create contracts and proof read all documents to establish yearly catered events.

Millennium Hilton - N.Y. August 2004 – September 2006
Restaurant Manager – Balancing budget to control labor cost, development of revenue strategies for increasing sales. Office management included various computer programs to update employee files, training programs, and financial recording. Collaboration with the business agent on Union related issues dealing with corporate standards.

New York Palace - N.Y. February 2002 – June 2004
Restaurant Manager –Collaboration with the sales department to enhance marketing strategies. Monitoring and calculating P&L reports, recording of sales generated, and balancing labor cost. Office management included filing and updating employee files, directing telephone calls to different departments, and updating scheduling needs for the operation.

Cosi - N.Y.

March 2000 – February 2002

Restaurant Manager – Routine administrative and clerical duties including, but not limited to: filing of paper and electronic documents, photocopying and collating materials, scanning, faxing, transcription, data entry, and creating or generating documents and reports. Creating seasonal menus and drink specials.

Walt Disney World - FL.

August 1997 – September 1999

Restaurant Manager – Development of skills in revenue sales, labor cost control and computer knowledge. Office management included payroll, scheduling, and development of seasonal themed menus and beverages. Recording and tracking of the budget reports as well as improving generated revenue.

Millennium Broadway - N.Y.

October 1993 – August 1997

Restaurant Supervisor – Recorder and developed revenue programs for increased growth, managed payroll, and booking of private events in the restaurant. Answering calls and helping potential clients with reservations. Office management duties included computer knowledge of scheduling and operational functions.



Debbie McKee <debbie@acrobotoutsourcing.com>

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>
 Reply-To: reginaford10@gmail.com
 To: debbie@acrobotoutsourcing.com, josephine@acrobotoutsourcing.com

Tue, Dec 18, 2018 at 8:20 AM

Employment Application New Jersey

First Name	Regina
Last Name	Ford
E-mail Address	reginaford10@gmail.com
Phone	6463197015
Address	32 Skytop Gardens
Unit or Number	Apt 14
City, State	Parlin
Zip Code	08859
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server Bartender
Are you applying for:	Part-Time
When can you start?	12-23-2018
Can you work overtime?	Yes
How did you hear about us?	Craigslist
If you were referred, please tell us by whom:	
What days/times can you work? Select all that apply:	Saturday AM Saturday PM Sunday AM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	March 2018
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	Yes

transportation to and from work?

If hired, can you present evidence of your legal right to Yes live and work in this country?

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

NJ

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

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 New York City Tech, Brooklyn NY
Everest University, Tempe Az

City & State Brooklyn, NY
Tempe, Az

Grade/Degree Hospitality Management, Bachelors of Science
Paralegal, Associates

Graduated? Yes

Do you have any special Yes licenses? (If so, label under "Special")

Are you computer literate? (If Yes so, label which programs under "Special")

Are you proficient with Point Yes of Sale systems? (If so, label which under "Special")

Do you have any experience, Yes training, qualifications or special skills? (If so, label under "Special")

Special: Food Handlers
Most POS systems

Are you currently employed? Yes

Can we contact your current No employer?

Name and Address of Employer Merlin Law Group, PA

Type of Business Insurance Law

Phone Number 732-704-4647

Your Position & Duties Legal Assistant- Drafting Discovery, E-Filing, scheduling meetings, depositions, EUO's. Drafting

letters to the courts, notary, use of Excel, Microsoft, Power Point, WDX system.

Date of Employment (from/to): March 2015 - present (full-time)

Reason for Leaving None

Still Employed: Yes

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Reason for Leaving

Still Employed:

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Reason for Leaving

Still Employed:

Have you ever been fired from a previous place of employment? If yes, please explain:

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

First Name John

Last Name Milito

E-mail Address jmpmilito@gmail.com

Phone 516-732-0074

Relationship: Co-workers

Years Acquainted: 10

First Name Tanya

Last Name Jefferson

E-mail Address

Phone 201-532-4521

Relationship: Co-worker

Years Acquainted:	10
First Name	Richard
Last Name	Johnson
E-mail Address	urbansoulconnection@yahoo.com
Phone	914-374-9978
Relationship:	Co-worker
Years Acquainted:	12

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,

(Checked box indicates acknowledgement)

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):

Regina Ford

Date:

12-18-2018

Please Attach Resume
Below

You can edit this submission and view all your submissions easily.

Submission Date 12-18-2018 05:20:53

First Name

Regina

Last Name

Ford

E-mail Address

reginaford10@gmail.com

Phone

6463197015

Address

32 Skytop Gardens

Unit or Number

Apt 14

City, State

Parlin

Zip Code

08859

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

- New Jersey

Which position(s) are you applying for?

- Server
- Bartender

Are you applying for:

- Part-Time

When can you start?

 Sunday, December 23, 2018

Can you work overtime?

Yes

How did you hear about us?

- Craigslist

What days/times can you work? Select all that apply:

- Saturday AM
- Saturday PM
- Sunday AM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

March 2018

Available
after 5pm
Saturdays
Sat 29, 2018

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

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

NJ

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

Yes

Name of School

New York City Tech, Brooklyn NY
Everest University, Tempe Az

City & State

Brooklyn, NY
Tempe, Az

Grade/Degree

Hospitality Management, Bachelors of Science
Paralegal, Associates

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

Special:

Food Handlers
Most POS systems

Are you currently employed?

Yes

Can we contact your current employer?

No

Name and Address of Employer

Merlin Law Group, PA

Type of Business

Insurance Law

Phone Number

732-704-4647

Your Position & Duties

Legal Assistant- Drafting Discovery, E-Filing, scheduling meetings, depositions, EUO's. Drafting letters to the courts, notary, use of Excel, Microsoft, Power Point, WDX system.

Date of Employment (from/to):

March 2015 - present (full-time)

Reason for Leaving

None

Still Employed:

Yes

First Name

John

Last Name

Milito

E-mail Address

jmpmilito@gmail.com

Phone

516-732-0074

Relationship:

Co-workers

Years Acquainted:

10

First Name

Tanya

Last Name

Jefferson

Phone

201-532-4521

Relationship:

Co-worker

Years Acquainted:

10

First Name

Richard

Last Name

Johnson

E-mail Address

urbansoulconnection@yahoo.com

Phone

914-374-9978

Relationship:

Co-worker

Years Acquainted:

12

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.

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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)

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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):

Regina Ford

Date:

 Tuesday, December 18, 2018

Servers Test

Multiple Choice

B 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

C 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

D 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

D 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

19/20

Match the Correct Vocabulary

D Scullery

- A. Metal buffet device used to keep food warm by heating it over warmed water

E Queen Mary

- 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)

A Chatting Dish

- C. Used to hold a large tray on the dining floor

G French Pessing

- D. Area for dirty dishware and glasses

B Russian Service

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

F Corkscrew

- F. Used to open bottles of wine

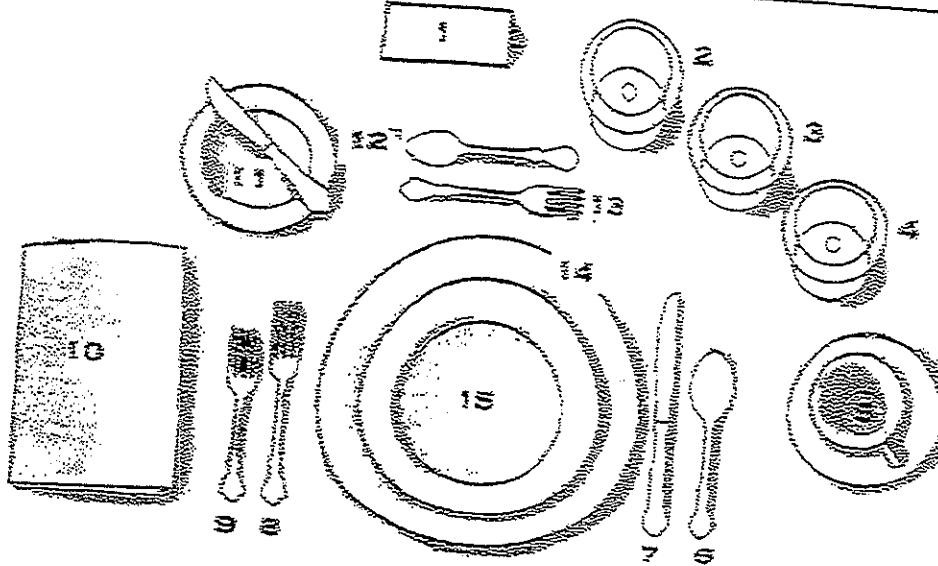
C Tray Jack

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

Servers Test

Name Rileyn Ferd

Score 20 / 35



Match the Number to the Correct Vocabulary

10	Napkin	8	Dinner Fork
11	Bread Plate and Knife	5	Tea or Coffee Cup and Saucer
1	Name Place Card	7	Dinner Knife
12	Teaspoon	2	Wine Glass (Red)
13	Dessert Fork	9	Salad Fork
14	Soup Spoon	14	Service Plate
15	Salad Plate	3	Wine Glass (White)
4	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? sweeteners, milk/cream/sugar

3. Synchronized service is when: 2 servers on same signal

4. What is generally indicated on the name placard other than the name? Table #

5. The Protein on a plate is typically served at what hour on the clock? 10 Am

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Tell the cook/Expeditor