

Interview Note Sheet

Name: Rosemaria Jimenez-Heyne
Date: 3/16/19
Position(s) Applied for: Banquet Server

Interviewer: Jennifer Tucker
Rate or Pay: \$14.00 per hour
Referred by: Craig's List

Server	1/35	% Server	1/30	%	Full-Time
Prep Cook	1/15	% Bartender	1/10	%	
Grill Cook	1/40	% Cashier	1/10	%	
Dishwasher	1/10	% Housekeeper	1/10	%	Part-Time

Availability - Weekday evenings
weekends - open
Travel - up to 35 minutes. - No Sat. morning

Experience - Maplewood Country Club - Banquet Server
Forest Hill Field Club - Banquet Server

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

Car Public Transit Carpool (Rider / Driver)

Not in NJ

South NJ

Central NJ

Jersey Shore

TIPS Serv-Safe LEAD Other Will Submit

Open AM only PM only Weekdays only Weekends only

Details:

Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie

Chef Coat Chef Pants Kevlar Slack Pants Non-Slip Shoes Bow Tie Other

Would you recommend this experience for Agape Academy? Yes No Don't know Other Languages Spoken

Recd
3/4

Server 3/4
~~1/1 full inbox~~

3/6
3pm

ROSEMARIE JOINER-HEYWARD
166 BELMONT AVENUE #5, BELLEVILLE, N.J. 07109
(201) 284-0096

OBJECTIVE

To obtain a challenging position in a professional environment which will allow for promotional and personal growth.

EDUCATION

SEPTEMBER 2000- RUTGERS UNIVERSITY
MAY 2006 Newark, New Jersey
B.A. in Criminal Justice w/minor in Nursing

SEPTEMBER 1994- UNION HILL HIGH SCHOOL
JUNE 1998 Union City, New Jersey
High School Diploma
*graduated with honors in the top ten of my class

EXPERIENCE

PRESENT- DEPT OF LABOR-DDS
AUGUST 2008 Newark, New Jersey

POSITION: Sr. Claims Adjudicator/Case Consultant
RESPONSIBILITIES: Develop, review, and prepare disability claims for final review by physicians

AUGUST 2018- MAPLEWOOD COUNTRY CLUB
MAY 2018 Maplewood, New Jersey

POSITION: WAITRESS/HOSTESS/BANQUET SERVER
RESPONSIBILITIES: Greet members and guests, take drink and food orders, serve food and drinks, maintain upkeep of facility

DECEMBER 2015- FOREST HILL FIELD CLUB
MAY 2015 Bloomfield, New Jersey

POSITION: WAITRESS/HOSTESS/BANQUET SERVER
RESPONSIBILITIES: Greet members and guests, take drink and food orders, serve food and drinks, maintain upkeep of facility.

SUMMER 2009- UNITED STATES CENSUS BUREAU
OCTOBER 2008 NEW YORK, NEW YORK & HOBOKEN, NEW JERSEY

POSITION: CLERK
RESPONSIBILITIES: Assist field workers and management in compiling data to submit to the government.

AUGUST 2008- DEPARTMENT OF THE PUBLIC DEFENDER
JULY 2007 Jersey City, New Jersey

POSITION: Secretary
RESPONSIBILITIES: Assist attorneys and investigators in the preparation of criminal cases for court

FEBRUARY 2007-
JULY 2006

DEPARTMENT OF THE LAW GUARDIAN
Hackensack, New Jersey

POSITION: Secretary

RESPONSIBILITIES: Assist attorneys and investigators in the preparation of DYFS cases for family court.

JUNE 2006-
SEPTEMBER 1998
(approx.)

PATHMARK SUPERMARKET
Weehawken, New Jersey

POSITION: Front End Supervisor

RESPONSIBILITIES: Monitor and supervise cashiers as they check out customers. Handle customer service complaints.

SKILLS

Human relations, leadership ability, self-starter, excellent communication skills, dependable, hardworking, cooperative, responsible, determined, a team player, ability to work under pressure, and excellent organizational skills.

REFERENCES

Furnished upon request.



Debbie McKee <debbie@acrobotoutsourcing.com>

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>
 Reply-To: rosemarie.joiner@ssa.gov
 To: debbie@acrobotoutsourcing.com, josephine@acrobotoutsourcing.com

Wed, Mar 6, 2019 at 2:05 PM

Employment Application New Jersey

First Name	Rosemarie
Last Name	Joiner-Heyward
E-mail Address	rosemarie.joiner@ssa.gov
Phone	201-284-0096
Address	166 Belmont Avenue
Unit or Number	#5
City, State	Belleville, NJ
Zip Code	07109
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server
Are you applying for:	Part-Time
When can you start?	03-06-2019
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:	Monday PM Tuesday PM Wednesday PM Thursday PM Friday PM Saturday PM Sunday AM Sunday PM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	
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:

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.

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 Rutgers University

City & State Newark, NJ

Grade/Degree Bachelors

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") No

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

Special: I have some knowledge of Point of Sale Systems from when I worked at the country clubs.

Are you currently employed? Yes

Can we contact your current employer? Yes

Name and Address of Employer Dept of Labor/Social Security
124 Halsey Street
3rd floor
Newark, New Jersey 07102

Type of Business government

Phone Number	973-648-3606
Your Position & Duties	Case Consultant: Under the direction of my supervisor, I process disability claims. I also work on/oversee the other disability cases of my co-workers in my unit.
Date of Employment (from/to):	August 1, 2008- Present
Reason for Leaving	Still there
Still Employed:	Yes
Name and Address of Employer	n/a
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:	no
Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:	no
First Name	Horlando
Last Name	Diaz
E-mail Address	horlando.diaz@ssa.gov
Phone	973-648-3145
Relationship:	supervisor
Years Acquainted:	4+ 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

(Checked box indicates acknowledgement)

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.

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):

Rosemarie Joiner-Heward

Date:

03-06-2019

Please Attach Resume
Below

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

Multiple Choice

C 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

a 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

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

Match the Correct Vocabulary

X E Scullery

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

X C 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 Chaffing Dish

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

X G French Passing

D. Area for dirty dishware and glasses

Y 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

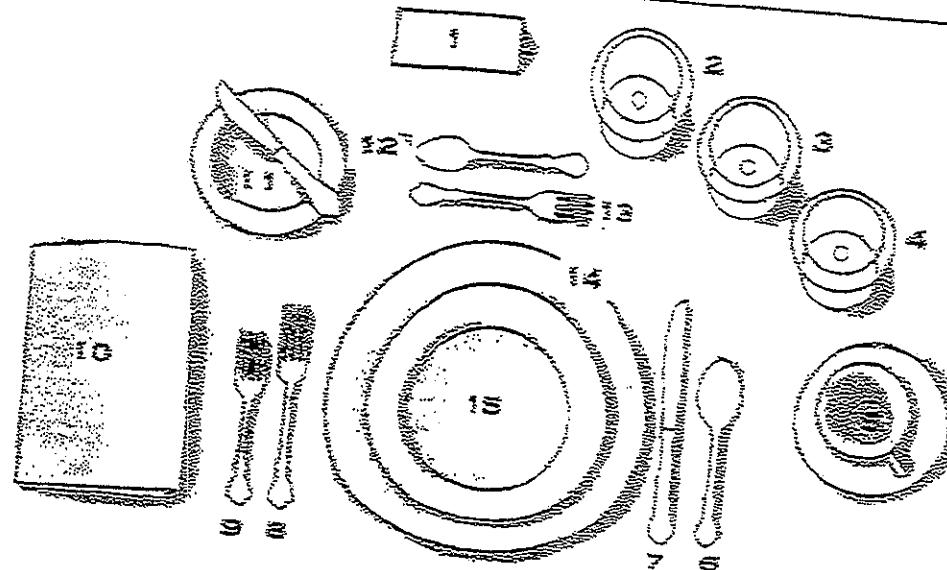
X D Tray Jack

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

Name _____

Servers Test

Score / 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
12	Name Place Card	3X	Dinner Knife
13	Teaspoon	9	Wine Glass (Red)
14	Dessert Fork	14	Salad Fork
15	Soup Spoon	15	Service Plate
16	Salad Plate	4X	Wine Glass (White)
2X	Water Glass		

FILL in the Blank

1. The utensils are placed 2 1 inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? CREAM MILK, SUGAR

3. Synchronized service is when: SERVICE IS PERFORMED IN ORDER

4. What is generally indicated on the name placard other than the name? TABLE # OF GUESTS

5. The Protein on a plate is typically served at what hour on the clock? 6 O'CLOCK

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? INFORM THE EXPEDITER/ CHEF

Banquet Server Responsibilities Acknowledgement

As a Banquet Server for Acrobat Outsourcing I understand the job responsibilities I may be asked to perform include but are not limited to the following.

- Assist with venue set-up ____
- Set up buffets and assist with food and table prep ____
- Serve plated dinners to guests ____
- Clear tables and keep stations neat ____
- Serve alcoholic and non-alcoholic beverages ____
- Demonstrate proper usage of trays to serve guest and clear tables ____
- Assist with venue break down tasks ____

I also understand that as an employee of Acrobat Outsourcing I am responsible for the actions of myself, as my job performance is based on the actions I set forth as an individual as well as a team player. ____

I also agree to perform my job to the best of my ability with the effort to ensure that the tasks at hand are completed carefully and properly in the most efficient manner. ____

I hereby acknowledge that I have read and understood the above statements.

Applicant Name Printed Rosemarie Joiner-Heyward

Applicant Signature Rosemarie Joiner-Heyward Date 3/6/19



Case Verification Number: 2019065212037JL

Report prepared: 03/06/2019

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Rosemarie Joyner-Heyward

Date of Birth: 02/28/1980

U.S. Social Security Number: ***-**-9013

Employee's First Day of Employment: 03/06/2019

Citizenship Status: U.S. Citizen

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: U.S. birth certificate (original or certified copy)

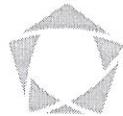
Case Information

Current Case Result: Closed

Case Submitted By: Debbie McKee

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

Payroll Deduction Authorization

I Rosemarie Joiner-Hayward

(Print Name) agree and understand that I will have the amount indicated below deducted from my next paycheck. The uniform(s) will be my property; I do not need to return the uniform(s) to The Service Companies. I understand that The Service Companies - Hospitality Services pays weekly and will deduct from my next pay period.

(Email form to lasvegas@theservicecompanies.com)

(check selections below)

One (1) paycheck deduction in the amount of \$20.00 for each required white chef coat

Total of 1 white chef coats at \$20.00 each equals 20.00 dollars

One (1) paycheck deduction in the amount of \$10.00 for each required black tie

Total of 1 black tie at \$10.00 each equals 10.00 dollars

One (1) paycheck deduction in the amount of \$15.00 for each required black vest

Total of 1 black vest at \$15.00 each equals 15.00 dollars

TOTAL AMOUNT TO BE DEDUCTED FROM NEXT PAYCHECK = \$ 10.00

Rosemarie Joiner-Hayward

Employee Name Printed

ES0961

Employee Dayforce ID Number

RJH

Employee Signature

12/12/2019

Date