

# Interview Note Sheet

## Applicant Information

Name:	Summer Williams	Interviewer:	Aux
Date:	6-12-15	Rate of Pay:	
Position (s) Applied for:	Server	Referred by:	

## Job Preferences

Job	Hours	%	Job	Hours	%
Server	27	/35	Bartender	/30	%
Prep Cook		/15	Barista	/10	%
Grill Cook		/40	Cashier	/10	%
Dishwasher		/10	Housekeepin	/16	%

Seeking:
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service

- \* Food -prep
- \* Banquet server

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

## Transportation

Car	Public Transit	Carpool ( Rider / Driver )
Kansas City, KS	Overland Park, KS	Kansas City, MO
		Independence, MO

## Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
Availability	AM only	PM only	Weekdays only	Weekends only
Open				
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
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?		
			Other Languages Spoken:		



## 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 Summer Williams Date: 6-12-2015

Home Telephone (913) 284-2404 Other Telephone (NA)

Present Address 641 Everett Ave.  
KCK 66101

Permanent Address, if different from present address: NA

Email Address williamssummer@live.com

EMPLOYMENT DESIRED

Position applying for: Server/Waitstaff Salary desired: competitive

Are you currently registered with any staffing and/or employment agencies? If so, please list  
no

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 \_\_\_\_\_ Newspaper  Job Fair  Agency  Company

Website Craigslist

Other Web Posting  Other Source

Could you work overtime, if necessary? Yes  No  If hired, on what date could you start working? 6-12-2015

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY							
AM	<u>*available 24 hours</u>			<u>17 days a week</u>			
PM							

**JOB RELATED REFERENCES**

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

Name: Alexandra Likins Telephone No. (913) 306-9350

Address W, KS

Occupation: Manager Relationship: Coworker Number of Years

Acquainted: 3

Name: Maigan Morse Telephone No. (913) 240-0362

Address W, KS

Occupation: Server Relationship: Coworker Number of Years

Acquainted: 2

Name: Kevin Darling Telephone No. (913) 705-0586

Address Lansing, KS

Occupation: Cook Relationship: Coworker Number of Years

Acquainted: 2



OUTSOURCING  
Your Hospitality Staffing Professionals

Date 6/12/2015

Name Summer

Williams  
Address

— (241) (11) 1

~~641 Everett  
KCK 66101~~

Offer Letter & Acknowledgment  
Acrobat Outsourcing

• Position at the rate(s) of \$9.00 - 10.00 per hour starting on 06/12/15.

ACCEPT Job Offer

By signing and dating this letter below, I, Summer Williams, accept this job offer of Food-prep by Acrobat Outsourcing.

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## DECLINE Job Offer

By signing and dating this letter below, I, \_\_\_\_\_, accept this job offer of  
Signature \_\_\_\_\_ by Acrobat Outsourcing.

By accepting a job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment. Your employment is at will and either Acrobat Outsourcing or you may terminate the relationship with or without cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses is a requirement of employment and you agree to report such injuries and/or illnesses as required. Acrobat Outsourcing reserves the right to change the hours, wages, and working conditions at any time, based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager contact Acrobat Outsourcing.

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Summer Williams  
Email: williamssummer@live.com  
Phone number: 913-284-2404

### Working Experience:

Company Name: Brancato's Catering

Dates of Employment: 4/2017 - Present

Job Responsibility:

- Bartender
- Server
- Captain
- Lead

Company Name: Aramark

Dates of Employment: 6/2010 - 4/2017

Job Responsibility:

- Lead Bartender
- Trainer
- Server
- Set-up

Company Name: High Noon Saloon + Brewery

Dates of Employment: 10/2012 - 2/2015

Job Responsibility:

- Line Cook
- Server
- Bartender
- Kitchen Manager
- General Manager

### Skills

- Excellent interpersonal communication
- Att Server skills
- Att Bartender skills
- Office skills (Email, schedules, etc)

**Servers Test**

**Multiple Choice**

B

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

D

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

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**

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 Chaffing Dish

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

B French Passing

D. Area for dirty dishware and glasses

G 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