

Interview Note Sheet

Dishwasher

Applicant Information	
Name: <u>Kaitlin Ross</u>	Position (s) Applied for: <u>Dish/Wtily Prep</u>
Date: <u>10/25/19</u>	Referred by:
Interviewer: <u>Ashly W.</u>	Rate of Pay:

Test Scores				
Server	/35	%	Bartender	/30
Prep Cook	/15	%	Barista	/10
Grill Cook	/40	%	Cashier	/10
Dishwasher	/10	%	Housekeeping	/16

Seeking:
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
Can you describe what each of the sections of a 3-compartment sink are intended for?	Have you done any work with delicate glassware or other fragile dishes?	Describe a time you helped a co-worker finish a job on time.	Notes:
<u>Wash Rinse Sanitize</u>	<u>No But know proper way to clean glasses</u>	<u>Last night Back up NPD team w/ leadership @ Klu games.</u>	

P.O.S. Experience: Y / N details:	Regions Available to work:
Transportation	Availability
Drive	
Certifications (if any)	
FFH - Will Submit	
Uniforms Owned:	Recommendations:
☐ Bistro White ☐ Black Bistro ☐ Tuxedo ☐ 1/2 Tuxedo ☐ Black Vest ☐ Long Black Tie ☐ Other:	☐ Chef Coat ☐ Chef Pants ☐ Knives ☐ Black Pants ☐ Non-Slip Shoes ☐ Bow Tie
Lead Academy	Acrobat Academy
	Other Languages Spoken:

Acrobat

Your Hospitality Staffing Professionals
665 Third St., Suite 425 • San Francisco, CA 94107

First and Last Name: Keith Ross
Email: rossie@acrobat.com
Phone number: 415.628.5588

Workshop Experience:

Company Name: People Ready
Dates of Employment: 7-2019
Job Responsibility: Construction
Event set up

Company Name: BGR
Dates of Employment: 5-2014
Job Responsibility: Ring man
Wash dishes

Company Name: CMI
Dates of Employment: 2-2015 3-2016
Job Responsibility: Install google fiber
dig holes
lay cable

Skills

~~Estimator~~

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 Keith J. Ross Date: 10-25-19
Home Telephone (816) 668-5588 Other Telephone ()
Present Address 4707 E 40th St
Permanent Address, if different from present address:
Email Address Ross.Keith.J@gmail.com

EMPLOYMENT DESIRED

Position applying for: Front set up/Bar tender Salary desired: \$15.00
Are you currently registered with any staffing and/or employment agencies? If so, please list
Yes People ready temp agencies
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 ☐ Other Web Posting ☐ Other Source ☐
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?
10-26-19

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	7AM						
PM	3PM						
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? 2016

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?
Miami D.O.E.	Portland, ME	COMPLETED GED	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."	YES		
Are you computer literate? If so, list software knowledge under "Special."	YES		
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	YES		
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		
Special: Custodial maintenance			

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 201W 39th St

Type of Business Temp Telephone No. (814) 756-2676

Your Position and Duties every Evening from construction to event set ups

Dates of Employment: From T-2019 To Present

Reason for Leaving:

Name and Address of Employer BRCR

Type of Business Restaurant Telephone No. (814) 221-2747

Your Position and Duties Rec - Cook / Dishwash.

Dates of Employment: From 5-2014 To 10-2015

Reason for Leaving: Relocation

Name and Address of Employer

Type of Business Telephone No. ()

Your Position and Duties Supervisor's Name

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: _____

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

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No _____

If so, describe: _____

MILITARY SERVICE

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

Name: Kenneth Smith
Address: 1101 E. 1st St.
Occupation: Chief
Relationship: Friend
Number of Years Acquainted: 10

Name: Jackie Moore
Address: 4008 E 39th St
Occupation: Driver
Relationship: Friend
Number of Years Acquainted: 10

Name: Bobby Carver
Address: 1901 1/2 St
Occupation: Fitness
Relationship: Friend
Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

✓ 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.

✓ 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.

✓ 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, 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.

✓ 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.

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

Applicant's Signature _____
Date 10-25-19

Kevin Ross

Dishwasher Test

Score / 10

1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chaffing dishes)
- d) Harsh chemicals
- e) All of the above

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

7) What should you do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution