

Interview Note Sheet

Applicant Information	
Name: <u>Melissa Hewitt</u>	Interviewer: <u>Griffin Long</u>
Date: <u>9/6/2016</u>	Rate of Pay:
Position (s) Applied for:	Referred by:

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

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

Relevant Experience & Summary of Strengths

Total of 2 1/2 in Food Service/Hospitality

- Tray Line
- Prep cook

P.O.S. Experience: (Y) N details: _____

Transportation		
<u>Car</u>	Public Transit	Carpool (Rider / Driver)

Regions Available to work:				
SF City	SF North	SF Peninsula	East Bay	Outer East Bay
San Jose	South San Jose		SJ Peninsula	

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	Knives	Black Pants	Non-Slip Shoes	Bow Tie	Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Melissa Hewitt
Email: ms.hewitt@yahoo.com
Phone number: 281-995-5846

Working Experience:

Company Name: Houston Independent School District
Dates of Employment: 9/09/15 - 02/10/16
Job Responsibility:

- - prepares all foods as assigned, using the approved recipe.
- - loads and examines trays to ensure that they contain
- - required items.

Company Name: Houston Harris Division Patrol
Dates of Employment: 12/14 - 04/15
Job Responsibility:

- - protected property and lives by patrolling the area.
- - checked driver in and out to load and unload trucks.
- - identify visitors and ask for appropriate documents.

Company Name: Abbeville General Hospital
Dates of Employment: 7/12 - 01/14
Job Responsibility:

- - distributed meal trays to patients rooms.
- - managed cash transactions, meal tickets, and
- - doctor charges.
- - ensured food preparation is tempting.

Skills

- - Exceptional listener
- - Computer/Technical literacy
- -
- -

Employment Application

816-501-9067

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 Melissa Hewitt Date: 9/10/16
 Home Telephone (713) 264-6050 #114 Other Telephone (281) 995-5046
 Present Address 502 Webster St Houston Texas 77003
 Permanent Address, if different from present address: 7663 Belgard St Houston Tx 77033
 Email Address ms.hewitt200@yahoo.com

EMPLOYMENT DESIRED

Position applying for: dietary Aide Salary desired: \$10.00 up
 Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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: any To: any
 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? Today

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	<u>any</u>	<u>6am-6pm</u>	<u>6am-6pm</u>	<u>6am-6pm</u>	<u>6am-6pm</u>	<u>6am-6pm</u>	<u>any</u>
PM		<u>8am-5pm</u>	<u>8am-5pm</u>	<u>8am-5pm</u>	<u>8am-5pm</u>	<u>8am-5pm</u>	

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? _____
 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 ☐

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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 the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Stanberry High School	Houston Tx	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
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	NO
Special:			

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 Houston Independent School District

Type of Business School Telephone No. (8) 983-5716 Supervisor's Name Quiana

Your Position and Duties Prepares all foods as assigned, using the approved recipe

Dates of Employment: From 09/15 To 02/16 Weekly Pay: Starting 10.00 Ending 10.66

Reason for Leaving: I was sick due to pregnancy

Name and Address of Employer Houston Harris Division Patrol

Type of Business Security Telephone No. (713) 975-9900 Supervisor's Name Branca

Your Position and Duties protected property and lives by patrolling the area.

Dates of Employment: From 03/14 To 04/15 Weekly Pay: Starting 9.50 Ending 9.50

Reason for Leaving: looking for better opportunity

Name and Address of Employer Providence General Hospital

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Type of Business Hospital Telephone No. () Supervisor's Name Melaine
Your Position and Duties distributed meals trays to patients
rooms.

Dates of Employment: From 7/12 To 11/14 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: moved out of state

Name and Address of Employer

Type of Business Telephone No. () Supervisor's Name

Your Position and Duties

Dates of Employment: From To Weekly Pay: Starting Ending

Reason for Leaving:

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

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No ☒
If so, describe:

JOB RELATED REFERENCES

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

Name: Victoria Curry Telephone No. (713) 927-6859

Address: 2502 Webster St H

Occupation: Post Office Relationship: co-worker Number of Years Acquainted: 4

Name: Kelly Vinson Telephone No. (713) 398-3976

Address:

Occupation: Texas Childrens Relationship: nurse Number of Years Acquainted: 5

Name: Kerrya Hollins Telephone No. (832) 513-0980

Address: 6400 Richmond Ave #500

Occupation: Houston Harris Relationship: supervisor Number of Years Acquainted: 7

Please Read Carefully, Initial Each Paragraph and Sign Below

MA

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.

MA

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.

MA

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.

MA

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.

MA

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

M. Hill

Date

9/06/16