

# Interview Note Sheet

Applicant Information	
Name: <i>Randon Moore</i>	Interviewer: <i>Griffin Long</i>
Date: <i>4/12/2012</i>	Rate of Pay:
Position (s) Applied for: <i>Cashier</i>	Referred by: <i>Caprecia Gragg</i>

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths	
Total of <u>2</u> in Food Service/Hospitality	
<ul style="list-style-type: none"> <li>— Cashier</li> <li>— Food prep</li> <li>— Good for the Zoo</li> </ul>	

P.O.S. Experience: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N details: _____						
Transportation						
<input checked="" type="checkbox"/> Car	<input checked="" type="checkbox"/> Public Transit	<input checked="" type="checkbox"/> 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						
<input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/>		Other Languages Spoken: _____		

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

First and Last Name: Randyn Moore  
Email: Randynbrookmoore@gmail.com  
Phone number: 546-313-2160

### Working Experience:

Company Name: Finstine bagels

Dates of Employment: April - May

Job Responsibility:

- Cashier
- Food prep
- 
- 

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 

### Skills

- 
- 
- 
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## 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 Bandyn Moore

Date: September 12, 2016

Home Telephone (   ) \_\_\_\_\_ Other Telephone ( 346 ) 313-2160

Present Address 4601 Brookmoore

Permanent Address, if different from present address: \_\_\_\_\_

Email Address Bandynbrookmoore@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Cashier

Salary desired: 8.50

Are you currently registered with any staffing and/or employment agencies? If so, please list

W

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 Cyndee Grange 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? As soon as possible

*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	<input checked="" type="checkbox"/>						
PM	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>

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.)

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## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Standberry home / high school	Houston Tx 77043	8th grade	
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: Power point, microsoft word, Excel, Adobe photoshop.			

## 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 N/A

Type of Business N/A Telephone No. ( 00 ) 000-0000 Supervisor's Name N/A

Your Position and Duties N/A

Dates of Employment: From April To Jun Weekly Pay: Starting 9.00 Ending \$200

Reason for Leaving: None organized

Name and Address of Employer Enistines bagels

Type of Business bakery Telephone No. ( 00 ) 000-0000 Supervisor's Name Mrs. Shanel

Your Position and Duties Cash, food prep

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

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

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Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_ 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: Kyla Lyons Telephone No. (281) 216-0693

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: friend Number of Years Acquainted: 1

Name: Daftius Kirkpatrick Telephone No. (832) 421-1095

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: friend Number of Years Acquainted: 1

Name: Christopher Bruegg Telephone No. (713) 909-6491

Address \_\_\_\_\_ 713-909-6491

Occupation: \_\_\_\_\_ Relationship: friend Number of Years Acquainted: 5



**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