

Interview Note Sheet

Applicant Information	
Name: <u>Olivia Lynn Wade</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>7/7/17</u>	Rate of Pay: <u>9.25 - 11.00</u>
Position (s) Applied for: <u>Housekeeping / server /</u>	Referred by: <u>Craig Slat</u>

Test Scores					
Server	<u>48</u> / 35	<u>134</u> %	Bartender	/ 35	%
Prep Cook	/ 20	%	Barista	/ 15	%
Grill Cook	/ 40	%	Cashier	/ 15	%
Dishwasher	/ 10	%	Housekeeping	<u>12</u> / 16	<u>108</u> %

Seeking
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths
<p><u>Housekeeping experience /</u> Total of _____ in Food Service/Hospitality</p>
<p>P.O.S. Experience: Y / N details: _____</p>

Transportation
<input checked="" type="checkbox"/> Car <input type="checkbox"/> Public Transit <input type="checkbox"/> Carpool (Rider / Driver)

Regions Available to work:
<input type="checkbox"/> Kansas City, KS <input type="checkbox"/> Overland Park, KS <input checked="" type="checkbox"/> Kansas City, MO <input type="checkbox"/> Independence, MO

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
Details: _____

Uniforms Owned:
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/>
Convention Candidate? <input 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: Olivia Madel
Email: MadelOlivia@gmail.com
Phone number: 816-772-2288

Working Experience:

Company Name: Fedex ground security guard
Dates of Employment: 07-01-15 - 08-06-16

Job Responsibility:

- observe and report.
- Check package handlers in and out facility
- lift back of semi trailers and confirm seal numbers
- write paper work

Company Name: jet warehouse
Dates of Employment: 02-16 - 05-16

Job Responsibility:

- packaged products
- picked orders
- lifted boxes

Company Name: Champion security
Dates of Employment: 06-16 - 12-16

Job Responsibility:

- check customers receipts
- prevented theft
- observe and report

Skills

- excellent with people / good customer service
- honest and trustworthy
- dedicated to my work
- always positive

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 Olivia Lynn Madel Date: 07-07-17
 Home Telephone () _____ Other Telephone (816) 772-2288
 Present Address 2310 NE SCANDIA DR. APT. 311 KANSAS CITY MO 64118
 Permanent Address, if different from present address: _____
 Email Address madelolivia@gmail.com

EMPLOYMENT DESIRED

Position applying for: house keeping or server Salary desired: 11.00
 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: _____ 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? ASAP

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>8:00 AM</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00</u>
PM	<u>4:00 PM</u>	<u>4:00</u>	<u>4:00</u>	<u>4:00</u>	<u>4:00</u>	<u>4:00</u>	<u>4:00</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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Your Hospitality Staffing Professionals

Your Position and Duties checked receipts, prevented theft, observe and report

Dates of Employment: From 06-16 To 12-16 Weekly Pay: Starting \$10.50 Ending \$11.50

Reason for Leaving: moved back to Kansas city

Name and Address of Employer Jet warehouse

Type of Business warehouse Telephone No. (855) 538-4323 Supervisor's Name Dwayne

Your Position and Duties packaged customers products that they ordered, picked orders, lifted and moved boxes

Dates of Employment: From 02-16 To 05-16 Weekly Pay: Starting \$12.00 Ending \$12.00

Reason for Leaving: to far of a drive

Have you ever been fired from any previous place of employment? If so, please explain: NO

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: Becky Telephone No. (816) 414-2200

Address 4811 NOAK TRAILWAY, KC MO 64118

Occupation: LOWES Relationship: PREVIOUS CO-WORKER Number of Years Acquainted: _____

Name: Jennifer Madel Telephone No. (816) 414-4220

Address 4848 NE Gladstone Ave. KC MO 64118

Occupation: _____ Relationship: grandmother Number of Years Acquainted: _____

Name: Pete Cooper Telephone No. (816) 206-0132

Address 4848 NE Gladstone Ave. KC MO 64118

Occupation: _____ Relationship: Step father Number of Years Acquainted: _____

Name Olivia Mader

Servers Test

Score 58 / 35

Multiple Choice

149%

WENT OVER
ANSWERS

- 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
- 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
- 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
- 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
- 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
- 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
B Queen Mary
A Chaffing Dish
E French Passing
B ☒ Russian Service
F Corkscrew
C ☒ Tray Jack

- ~~A.~~ Metal buffet device used to keep food warm by heating it over warmed water
~~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)
~~C.~~ Used to hold a large tray on the dining floor
~~D.~~ Area for dirty dishware and glasses
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
~~F.~~ Used to open bottles of wine
G. Style of dining in which the courses come out one at a time

Name: Olivia Madel

Housekeeping Test

Score 2 / 14

80

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - ☒ e) All of the above
2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - ☒ e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms. false
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. false
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Floors Daily/ Weekly
 - b) Toilets and latrines Daily/ Weekly
 - c) Carpets in guest rooms Daily/ Weekly
 - d) Carpets in offices Daily/ Weekly
 - e) Soiled linen Daily/ Weekly
6. The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - ☒ c) Sweeping, mopping and dusting
 - d) Wet mopping
7. What should 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 up immediately
 - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
 - ☒ a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on- duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
 - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?
I tell the manager
10. What do you do if you find Lost and Found items in a guest room?
I bring whatever lost product to the front desk
11. Describe the difference between a disinfectant and a cleaning solution?

a disinfectant kills germs, a cleaning solution is for the appearance of the item or thing you are cleaning.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017188151416WV

Report Prepared: 07/07/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: lynn

First Name: olivia

Date of Birth: 03/01/1998

Social Security Number: *** ** 6388

Hire Date: 07/07/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 03/01/2019

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/07/2017

Case Submitted By: SGON7369

Closed On: 07/07/2017

Closed By: SGON7369

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED