

# Interview Note Sheet

## Applicant Information

Name: <i>Chasney Marie Murray</i>	Interviewer: <i>Steven Gonzalez</i>
Date: <i>8/8/17</i>	Rate of Pay:
Position (s) Applied for: <i>Server</i>	Referred by:

## Test Scores

Test			Score		
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Position
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

Worked at Brockdale/Nova center / Bishop Spencer  
 - Server experience (set tables, run food, Bliss tables,)  
 - Housekeeping experience  
 - Car

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

Car	Public Transit	Carpool ( Rider / Driver )
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Kansas City, KS	Overland Park, KS	Kansas City, MO	Independence, MO
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TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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Open	AM only	PM only	Weekdays only	Weekends only
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Details: \_\_\_\_\_

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: \_\_\_\_\_

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

First and Last Name: Chesney Murray  
Email: Chesneym79@mail.com  
Phone number: 816 335-7889

Working Experience:

Company Name: Brookdale

Dates of Employment: 10/2015 - 5/2016

Job Responsibility:

- Serve guest
- Set tables
- Run Food
- Buss tables

Company Name: NOVA Center

Dates of Employment: 4/2016 - 8/2016

Job Responsibility:

- Housekeeping
- Dispense medication
- Transport residents
- Care for residents

Company Name: Bishop Spencer

Dates of Employment: 8/2016 - 10/2016

Job Responsibility:

- Take orders
- Run Food
- Buss tables
- Set tables

Skills

- Cash handling
- Server
- housekeeping
- Customer service

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Your Hospitality Staffing Professionals

## 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 CHESNEY MARIE MURRAY Date: 8/8/17  
Home Telephone ( \_\_\_\_\_ Other Telephone (816) 335-7889  
Present Address 3235 Harrison ST. Apt 2A, Kansas City, MO 64109  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address ChesneyM79@gmail.com

### EMPLOYMENT DESIRED

Position applying for: (Any) Housekeeping or Server Salary desired: 9.50  
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 Latara Northern 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? 8/17/17

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	9:00	2:00	2:00	2:00	2:00	2:00	6:00
PM.	5:00	8:00	8:00	8:00	8:00	8:00	2:00

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

Server, run food, take orders, set tables

Dates of Employment: From 8/16 To 10/16

Weekly Pay: Starting 9.50

Ending 9.50

Reason for Leaving: Found new work

Name and Address of Employer NOVA center

Type of Business Adult program for disabled

Telephone No. (816) 761-8614

Supervisor's Name

Caleb Harris

Your Position and Duties

Support Specialist, housekeeping, dispense medication, care for patients.

Dates of Employment: From 4/16 To 8/16

Weekly Pay: Starting 9.00

Ending 9.00

Reason for Leaving: Started college in the fall

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?  
If so, describe:

Yes        No X

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.  
Name: Caleb Harris Telephone No. (816) 761-8614

Address

Occupation: House manager Relationship: Supervisor Number of Years Acquainted: 1

Name: Paula

Telephone No. (816) 931-9277

Address

Occupation: Dining supervisor Relationship: Supervisor Number of Years Acquainted: 1

Name:

Telephone No. (816) 931-4277

Address

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

**Servers Test**

**Multiple Choice**

D 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

A 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

C 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

B 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 dinning 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**

A Scullery  
G Queen Mary  
E Chaffing Dish  
B French Passing  
D 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

SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017222162710WR**

Report Prepared: 08/10/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Murray

First Name: Chesney

Date of Birth: 08/31/1997

Social Security Number: \*\*\*-\*\*9218

Hire Date: 08/10/2017

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: 08/31/2019

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/10/2017

Case Submitted By: SGON7369

Closed On: 08/10/2017

Closed By: SGON7369

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

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