

Interview Note Sheet

Applicant Information	
Name: <u>Tanya Smith</u>	Interviewer: <u>Shelby</u>
Date: <u>8/9/2017</u>	Rate of Pay: <u>\$9.25-\$11.00</u>
Position (s) Applied for: <u>Server / Bartender</u>	Referred by: <u>Wendy-Jill</u>

Test Scores					
Server	<u>24</u>	/35	<u>100</u>	%	
Prep Cook		/20		%	
Grill Cook		/40		%	
Dishwasher		/10		%	
Bartender		/35		%	
Barista		/15		%	
Cashier		/15		%	
Housekeeping		<u>12</u>	/16	<u>81</u>	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <ul style="list-style-type: none"> - EXPERIENCE Mainly in sales - Looking for something temporary - INTERESTED in Royals/chiefs games
P.O.S. Experience: Y / N details: _____

Transportation
<input type="checkbox"/> Car <input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> 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: Smith, Tanya
Email: _____
Phone number: (757) 842-1123

Working Experience:

Company Name: Fieldworks
Dates of Employment: 4-16 - 7-17

Job Responsibility:

- State Petitioner
- Collecting signatures for certain causes
- Canvassing
- getting all petitions notarized

Company Name: Center Point Hospital thru
Dates of Employment: 12-16 5-17

Job Responsibility:

- Utility worker and also server
- ran dishes and pots & pans thru automatic dishwasher
- put pots, pans, dishes etc. in their proper locations

Company Name: UMKC
Dates of Employment: _____

Job Responsibility:

- Dining room attendant
- Maintained cleanliness of school cafeteria
- Vacuumed floors, cleaned counters restocked condiments etc.

Skills

- Hostess
- Sales
-
-

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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 Tanya R. Smith Date: August 9, 2017
Home Telephone (577) 842-1123 Other Telephone ()
Present Address 1100 S. Noland Rd. Independence, MO 64050
Permanent Address, if different from present address:
Email Address

EMPLOYMENT DESIRED

Position applying for: Waitress, Hostess, Cashier Salary desired: Scale 11.00/Hr.
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 ☒ walk in
Could you work overtime, if necessary? Yes ☒ No If hired, on what date could you start working? 8-10-17

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		10 AM 9:00P	11	11	11	11	11
PM		9:00					
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u> </u>							

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 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?
If so, describe: _____

Yes _____ No _____

JOB RELATED REFERENCES

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

Name: _____ Telephone No. (____) _____

Address _____

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

Name: _____ Telephone No. (____) _____

Address _____

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

Name: _____ Telephone No. (____) _____

Address _____

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

Name Tanya Smith
Score 24 / 35

Servers Test

Multiple Choice

- A 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
G 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: Smith, Tanya

Score 12/14

Housekeeping Test

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.
4. True or ~~False~~: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
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? inform mgmt. pronto
10. What do you do if you find Lost and Found items in a guest rooms? inform mgmt. "
11. Describe the difference between a disinfectant and a cleaning solution? A disinfectant disinfects, and a cleaning solution cleans



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017221161641XL

Report Prepared: 08/09/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Smith

First Name: Tanya

Date of Birth: 12/10/1957

Social Security Number: *** ** 5375

Hire Date: 08/09/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/09/2017

Case Submitted By: SSHA2488

Closed On: 08/09/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED