

Interview Note Sheet

Applicant Information

Name: <u>Tanya Smith</u>	Interviewer: <u>Shelby M</u>
Date: <u>8/01/2017</u>	Rate of Pay: <u>\$9.25-\$11.00</u>
Position (s) Applied for: <u>Waitress, Hostess, Bartender</u>	Referred by: <u>WWE-EP</u>

Test Scores

Server	<u>24</u> /35	<u>24</u> % <th>Bartender</th> <td><u>24</u> /35</td> <td><u>24</u> %</td>	Bartender	<u>24</u> /35	<u>24</u> %
Prep Cook	<u>20</u> /20	<u>100</u> %	Barista	<u>15</u> /15	<u>100</u> %
Grill Cook	<u>40</u> /40	<u>100</u> %	Cashier	<u>15</u> /15	<u>100</u> %
Dishwasher	<u>10</u> /10	<u>100</u> %	Housekeeping	<u>16</u> /16	<u>100</u> %

Seeking
Full-Time
Part-Time

Relevant Experience - Summary of Strengths

Total of _____ in Food Service/Hospitality

- EXPERIENCE Mainly in Sales
- LOOKING for SOMETHING TEMPORARY
- INTERESTED in Royals/chiefs games

P.O.S. Experience: Y / N details: _____

Transportation

Car Public Transit Carpool (Rider / Driver)

Regions Available to work

Kansas City, KS Overland Park, KS Kansas City, MO Independence, MO

Certifications (if any)

TiPS Serv-Safe LEAD Other _____ Will Submit

Availability

Open AM only PM only Weekdays only Weekends only

Details: _____

Uniforms Own/needed

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:

Acrobat

outsourcing

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

First and Last Name: Smith, Tanya
Email: _____
Phone number: (415) 842-1123

Working Experience:

Company Name: Fieldworks

Dates of Employment: 3-16 - 7-17

Job Responsibility:

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

Company Name: Center Point Hospital

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:

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

Skills

- Hostess
- Sales
- _____
- _____



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 (457) 842-1123 Other Telephone ()
Present Address 100 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 Walkin
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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY		10AM 9:00P	11	11	11	11	11
AM							
PM.		9:00					

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

Acrobat

OUTSOURCING
Your Hospitality Staffing Professionals

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. (____) _____

Your Position and Duties _____ Supervisor's Name _____

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: _____ Address: _____ Telephone No. (____) _____

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

Name: _____ Address: _____ Telephone No. (____) _____

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

Name: _____ Address: _____ Telephone No. (____) _____

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

Name Tanya Smith
Score 29 / 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

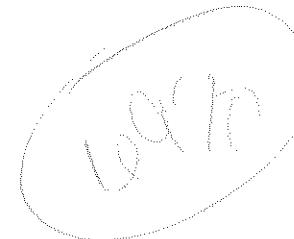
- 2) Drinks are served on what side with what hand?
 - a) On the left side with the left hand
 - b) On the left side with the right hand
 - c) On the right side with the left hand
 - d) On the right side with the right hand

- 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 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

- 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

Housekeeping Test

- 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
- 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
- True or False: You do not need to use a separate cloth for cleaning bathrooms.
- True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
- 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
- The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - c) Sweeping, mopping and dusting
 - d) Wet mopping
- 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
- 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
- What do you do if you encounter with bed bugs in a guest room? *inform mgmt, pronto*
- What do you do if you find Lost and Found items in a guest rooms? *inform mgmt, " "*

- 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