

Interview Note Sheet

Applicant Information

Name: <u>Gary Coleman</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>8/17/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Server, Cashier</u>	Referred by: <u>Walk in</u>

Test Scores

Server	<u>23</u> /35	%	Bartender	<u> </u> /35	%
Prep Cook	<u> </u> /20	%	Barista	<u> </u> /15	%
Grill Cook	<u> </u> /40	%	Cashier	<u>13</u> /15	%
Dishwasher	<u> </u> /10	%	Housekeeping	<u> </u> /16	%

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Above all Staffing - worked as Total of 2 Server in Food Service/Hospitality

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 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?

Other Languages Spoken:

Gary Coleman

Kansas City, MO 64131
garywelch271@gmail.com

To exercise and practice task in workforce to help me better myself and help understand the proper and efficient way to run my own business.

Authorized to work in the US for any employer

WORK EXPERIENCE

Janitor and Cleaner

Kimco Services - Kansas City, MO - May 2017 to Present

Clean and maintain AT&T Retail Store on the Westport. I come every Tuesday and Friday from 8am to 10am for \$16.00ph.

Custodian

Marcis & Associates, Inc - Kansas City, MO - August 2016 to January 2017

Clean Classrooms, mop, strip, and wax hallways, & move furniture. Also run equipment.

Warehouse Engineer

Stables Warehouse - May 2014 to August 2016

1400 N Cambridge Ave]

Operate MHE Machines, Pack boxes and stack pallets with items. Stock & Clean.

Construction Worker

Young Construction - February 2014 to April 2014

3813 Highland Ave]

Painting, Shingling roofs, Apply Drywall, Maintaining Lanscape/Yards.

Security Guard, Protect & Watch

Crowd Systems - September 2012 to January 2014

property, Usher at events, Customer Service

EDUCATION

High School Diploma

Central High School - Kansas City, MO

May 2011

SKILLS

MHE (2 years), CUSTOMER SERVICE (1 year), RECEPTIONIST (1 year), RETAIL SALES (1 year), EXCEL (Less than 1 year), Construction (2 years), Security (2 years)

ADDITIONAL INFORMATION

Skills

- OSHA Certified
- MHE Certified
- Computer - Microsoft Word, Excel, Powerpoint.
- 5 years of Customer Service
- Leader & Quick learner.

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 Gary Coleman Date: 08/17/2017
Home Telephone (816) 484-1112 Other Telephone ()
Present Address 8141 Campbell St Apt # 311
Permanent Address, if different from present address:
Email Address gary.welch271@gmail.com

EMPLOYMENT DESIRED

Position applying for: Any and All Salary desired: \$10.75/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 Walk In 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? 8/21/2017

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	?	?	11am	?	?	11am	?
PM			?			?	

Free= }

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. (____) _____ 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: No

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: Lumberly Baker

Telephone No. (816) _____

Address 8141 Campbell

Occupation: Infant teacher

Relationship: Former Co-Worker

Number of Years Acquainted: 1

Name: Steven Brunson

Telephone No. (816) 572-0661

Address 7123 Indiana

Occupation: Harley davidson wh.

Relationship: Former Co-Worker

Number of Years Acquainted: 10+

Name: Deontay Hardin

Telephone No. (816) 656-9792

Address 7201 College

Occupation: McDonalds Ashier

Relationship: Former Co-Worker

Number of Years Acquainted: 10+

Cashier Test Gary Coleman **Score** 13/15

- B 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- A 2) A roll of dimes is worth?
a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- D 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
d) \$2.00
- C 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- C 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service
- 6) What is the current sales tax rate in your city _____?
- L 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06
- B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50
- D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00
- A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

Name Gary Coleman

Servers Test

Score 23 / 35

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
- D 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
- D 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
- B 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

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>C</u> Queen Mary | 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) |
| <u>B</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>A</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>E</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017229132114XD

Report Prepared: 08/17/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Coleman

First Name: Gary

Date of Birth: 03/24/1993

Social Security Number: *** ** 7854

Hire Date: 08/17/2017

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: 08/17/2017

Case Submitted By: SGON7369

Closed On: 08/17/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED