

# Interview Note Sheet

## Applicant Information

Name: <u>Regine Burks</u>	Interviewer: <u>Diana Lamora</u>
Date: <u>8/30/17</u>	Rate of Pay: <u>\$9.25 - \$10</u>
Position(s) Applied for: <u>Server</u>	Referred by: <u>Tequila Turentine</u>

## Test Scores

Server	<u>14</u> / 35	%	Bartender	/ 35	%
Prep Cook	<u>/20</u>	%	Barista	/ 15	%
Grill Cook	<u>/40</u>	%	Cashier	/ 15	%
Dishwasher	<u>/10</u>	%	Housekeeping	/ 16	%

Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

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

Never done housekeeping. But will like to learn and work at Adams Mark Hotel.

Worked at the Zoo before, But got into conflicts with manager name Brianna.

Worked at waffle House as a Server for a couple of months.

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 (Many)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Available Times

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:

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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 Rehine Burks Date: 08/30/2012  
 Home Telephone (86) 349-8244 Other Telephone ( )  
 Present Address 3833 Cleveland Ave  
 Permanent Address, if different from present address:  
 Email Address BurksRehine@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Hotel Salary desired: 9.50  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
Hospitality Service Group  
 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: Open To: Open  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral  Name of Referral Tequila Turquoise 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>OPEN</u>						
PM.	<u>OPEN</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 Position and Duties

Salesperson-Greet, Serve, Cashier, wash and bust tables and dishes.

Dates of Employment: From 04/2016 To 05/2016

Weekly Pay: Starting \$2.25 Ending \$2.25

Reason for Leaving: didn't feel Safe

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: Schiantel Britt

Telephone No. (816) 206-0955

Address 9303 Bates Ave

Occupation: Teacher

Relationship: Mentor

Number of Years Acquainted: 6

Name: Christy Bennett

Telephone No. (913) 306-5244

Address N/A

Occupation: NURSE

Relationship: Tutor

Number of Years Acquainted: 2

Name: \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Regin Burks  
Email: BurksRegine@yahoo.com  
Phone number: (415) 341-98244

## Working Experience:

Company Name: Azirah Health of the  
Dates of Employment: 4/2017 - 7/2017  
Job Responsibility:

- Adelco
- Clean
- make Juices, Side Items for meal, Desserts
- 

Company Name: KANSAS CITY ZOO  
Dates of Employment: 9/2016 - 5/2017  
Job Responsibility:

- Cashier
- Cook
- Greet
- Serve

Company Name: Waffle house  
Dates of Employment: 1/2016 - 5/2016  
Job Responsibility:

- Serve
- Greet
- Cashier
- Washdishes

## Skills

- Cashier
- Greeting
- Cleaning

**Servers Test**

**Multiple Choice**

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

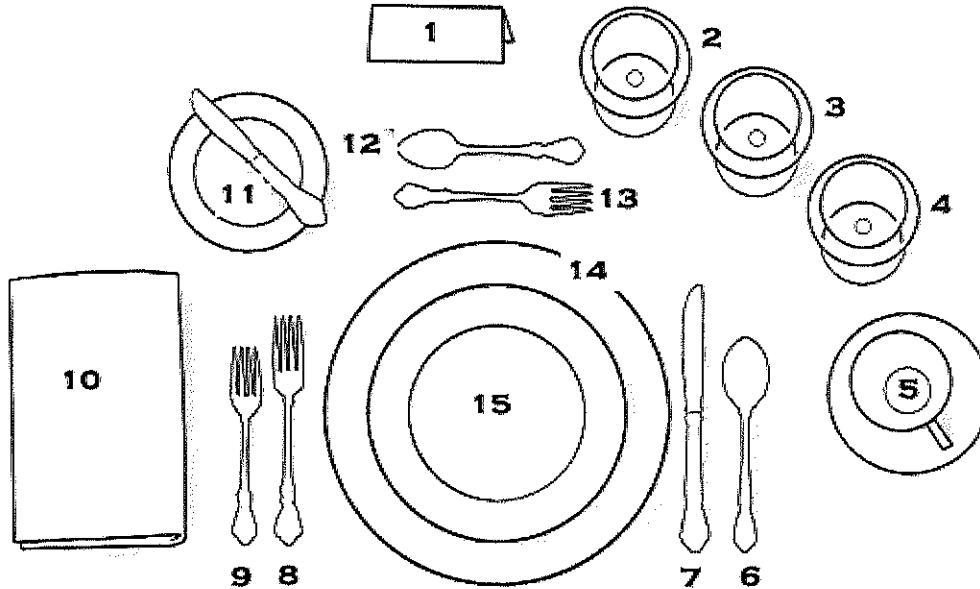
**Match the Correct Vocabulary**

- A Scullery
- B Queen Mary
- C Chaffing Dish
- D French Passing
- E Russian Service
- F Corkscrew
- G 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 \_\_\_\_\_  
Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

10 Napkin

11 Bread Plate and Knife

1 Name Place Card

12 Teaspoon

13 Dessert Fork

6 Soup Spoon

15 Salad Plate

2 Water Glass

9 Dinner Fork

3 Tea or Coffee Cup and Saucer

7 Dinner Knife

2 Wine Glass (Red)

8 Salad Fork

14 Service Plate

4 Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table. N/A
2. Coffee and Tea service should be accompanied by what extras? N/A
3. Synchronized service is when: N/A
4. What is generally indicated on the name placard other than the name? N/A
5. The Protein on a plate is typically served at what hour on the clock? N/A
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? N/A



**SENSITIVE BUT UNCLASSIFIED**

**Case Verification Number: 2017242132443UL**

Report Prepared: 08/30/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Fulson-Burks

Date of Birth: 05/15/1998

Hire Date: 08/30/2017

First Name: Regine

Social Security Number: \*\*\*-\*\* 1505

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

Case Submitted On: 08/30/2017

Closed On: 08/30/2017

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

**SENSITIVE BUT UNCLASSIFIED**