

Interview Note Sheet

Applicant Information	
Name: <u>Begine Burks</u>	Interviewer: <u>Diana Zamora</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 Turrentine</u>

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

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p>Never done housekeeping. But will like to learn and work at Adam's Mark Hotel.</p> <p>worked at the Zoo before, But got into conflicts. With manager name Brianna.</p> <p>Worked at waffle House as a server for a couple of months.</p>

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

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> 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
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> 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 Regine Burks Date: 08/30/2017
Home Telephone 816-349-8244 Other Telephone ()
Present Address 3833 Cleveland Ave
Permanent Address, if different from present address:
Email Address BurksRegine@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
Hospital 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 Turtonie 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							

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 Salesperson - Greet, Serve, Cashier, wash and
boil 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? 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: Schiantel Briff Telephone No. (816) 204-0955
Address 9603 Bales Ave

Occupation: Teacher Relationship: mentor Number of Years Acquainted: 6

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

First and Last Name: Regine Burks
Email: Burksregine@yahoo.com
Phone number: (86) 349-8244

Working Experience:

Company Name: Azira Health of the
Dates of Employment: 4/2017 - 7/2017

Job Responsibility:

- Aide cook
- clean
- make juices, side items for meal, Desserts

Company Name: Kansas City Zoo
Dates of Employment: 9/2016 - 5/2017

Job Responsibility:

- Cashier
- Look
- Greet
- Serve

Company Name: Worthe house
Dates of Employment: 1/2016 - 5/2016

Job Responsibility:

- Server
- Greet
- cashier
- wash dishes

Skills

- Cashier
- Greeting
- cleaning

Name Letine Burks
Score 14 / 35

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
- B 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 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

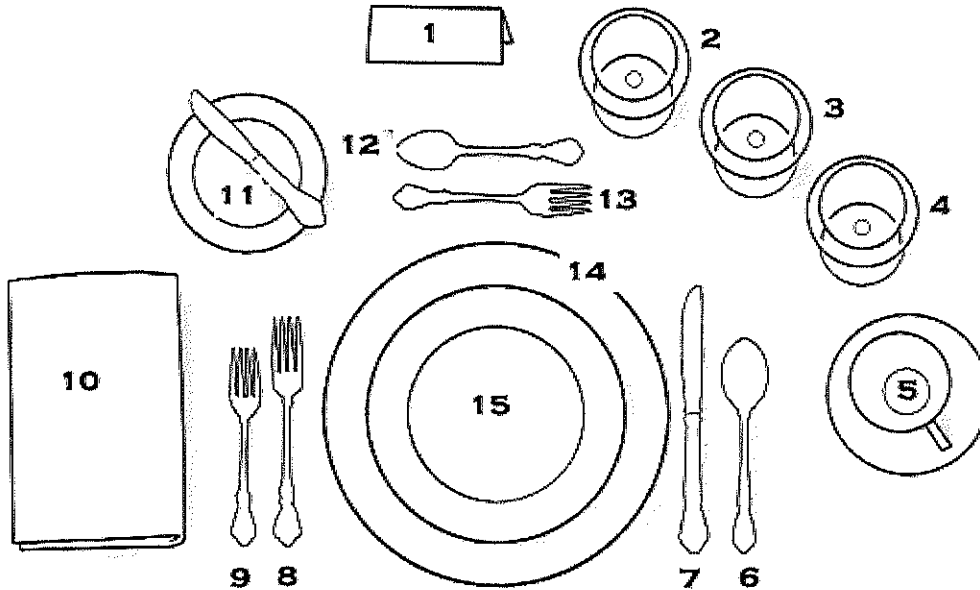
Match the Correct Vocabulary

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

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>9</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>8</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>4</u>	Wine Glass (White)
<u>2</u>	Water Glass		

Fill in the Blank

- The utensils are placed N/A inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? N/A
- Synchronized service is when: N/A
- What is generally indicated on the name placard other than the name? N/A
- The Protein on a plate is typically served at what hour on the clock? N/A
- 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

First Name: Regline

Date of Birth: 05/15/1998

Social Security Number: *** ** 1505

Hire Date: 08/30/2017

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: 08/30/2017

Case Submitted By: SGON7369

Closed On: 08/30/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED