

# Interview Note Sheet

## Applicant Information

Name: <u>Breana Perry</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>9/05/17</u>	Rate of Pay: <u>\$9.25 - \$11.50</u>
Position(s) Applied for: <u>Server</u>	Referred by: _____

## Test Scores

Server	<u>23</u> / <u>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:
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

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

Never worked as a Server before, but she will loved to learn.

Worked at a Corporate Cafeteria as a Cashier.

Worked at McDonald's as a Cashier.

Currently she goes to school part time.

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

## Transportation

<input checked="" type="checkbox"/> Car	Public Transit	Carpool ( Rider / Driver )
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## Regions Available to Work

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

## Certifications (Many)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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## Availability

<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only
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## Uniform Desired

Bistro Chef Coat	Black Bistro Chef Pants	Tuxedo Knives	1/2 Tuxedo Black Pants	Black Vest Non-Slip Shoes	Long Black Tie Bow Tie	Other: _____
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Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

## 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 Breana Joy Penny Date: 08/31/17  
 Home Telephone (    ) Other Telephone ( 816 ) 729-3647  
 Present Address 1011 Park Ave KC MO 64127  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address thetjoy23@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$10.00/hr  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
NO  
 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: 1pm To: OPEN  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral  Name of Referral Tasneem Rashid - Bey 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>	<u>Open</u>					
PM.	<u>Open</u>	<u>Open</u>	<u>6 pm</u>	<u>6pm</u>	<u>6pm</u>	<u>6pm</u>	<u>4pm</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
NO

### 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  
Friend- Tasneem Rashid - Bey  
 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

Guitar Center / Forklift Driver

Pick orders, pack items.

Dates of Employment: From Nov '16 To Jan '17

Weekly Pay: Starting 12.00

Ending 12.50

Reason for Leaving: Started School

Name and Address of Employer

Musicians Friend Warehouse

Type of Business Warehouse

Telephone No. (    )

Supervisor's Name

Your Position and Duties Drive forklift Pick orders  
IN school currently

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   

## JOB RELATED REFERENCES

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

Name: Brenda Syrus

Telephone No. (816) 516-5993

Address   

Occupation: HR Supervisor

Relationship: Professional

Number of Years Acquainted: 3

Name: Saya Gordon

Telephone No. (816) 808-9999

Address   

Occupation: KC Public Schools

Relationship: Professional

Number of Years Acquainted: 3

Name: Tasneem Basimjeebey

Telephone No. (816) 929-0552

Address   

Occupation: Bartender

Relationship: Personal

Number of Years Acquainted: 4

**Servers Test**

**Multiple Choice**

C 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 c) On the right side with the left hand  
 d) On the right side with the right hand

B 2) Drinks are served on what side with what hand?  
 a) On the left side with the left hand  
B 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 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 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 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 dinning room is served  
 c) Try to convince the guests to eat what you brought them  
D d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

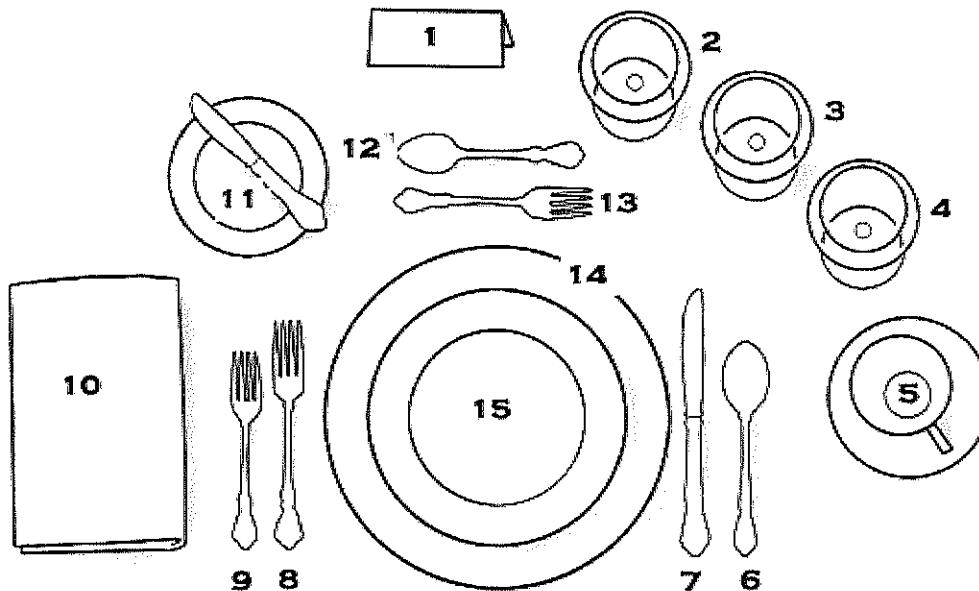
**Match the Correct Vocabulary**

D Scullery  
G Queen Mary  
A Chaffing Dish  
E French Passing  
B 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 Breana Pend  
Score 0 / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>12</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>13</u>	Teaspoon	<u>4</u>	Wine Glass (Red)
<u>14</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>15</u>	Soup Spoon	<u>14</u>	Service Plate
<u>1</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>2</u>	Water Glass		

**Fill in the Blank**

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



**SENSITIVE BUT UNCLASSIFIED**

**Case Verification Number: 2017248124129RF**

Report Prepared: 09/05/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Perry

Date of Birth: 01/23/1995

Hire Date: 09/05/2017

First Name: Breana

Social Security Number: \*\*\*-\*\* 0180

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Name: Driver's license

Driver's License or ID Card Number:

List C Document: Social Security Card

Document State: Missouri

Document Expiration Date: 01/23/2023

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:  
Case Submitted By: SGON7369

Closed On: 09/05/2017

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

**SENSITIVE BUT UNCLASSIFIED**