

# 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>23/35</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 love 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

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:

## 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 Perry Date: 08/31/17  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (816) 729-3647  
Present Address 1011 Park Ave, KCMO 64127  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address thojay23@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 X No \_\_\_  
Temporary work, e.g., summer or holiday work? Yes X No \_\_\_ From: 7pm To: open  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral X Name of Referral Tasneed Rashid Bey Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐  
Other Web Posting ☐ Other Source X  
Could you work overtime, if necessary? Yes X 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>6pm</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: <u>NO</u>							

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes \_\_\_ No X If yes, when? \_\_\_\_\_  
Do you have friends or relatives working for Acrobat Outsourcing? Yes X No \_\_\_ If yes, please state name and relationship  
Friend- Tasneed Rashid Bey  
If hired, would you have a reliable means of transportation to and from work? Yes X No \_\_\_  
If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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 MusiBian's Friend Warehouse

Type of Business Warehouse

Telephone No. ( )

Supervisor's Name Scott Koerber

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?  
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: Brenda Syrus

Telephone No. (816) 516-5993

Address \_\_\_\_\_

Occupation: HR Supervisor

Relationship: Professional

Number of Years Acquainted: 3

Name: Jaya Gordon

Telephone No. (816) 808-9999

Address \_\_\_\_\_

Occupation: KC Public Schools

Relationship: Professional

Number of Years Acquainted: 3

Name: Tasneed Rashide Bey

Telephone No. (816) 929-0552

Address \_\_\_\_\_

Occupation: Bartender

Relationship: Personal

Number of Years Acquainted: 4

Name Breana Perry  
Score 23 / 35

## Servers Test

### Multiple Choice

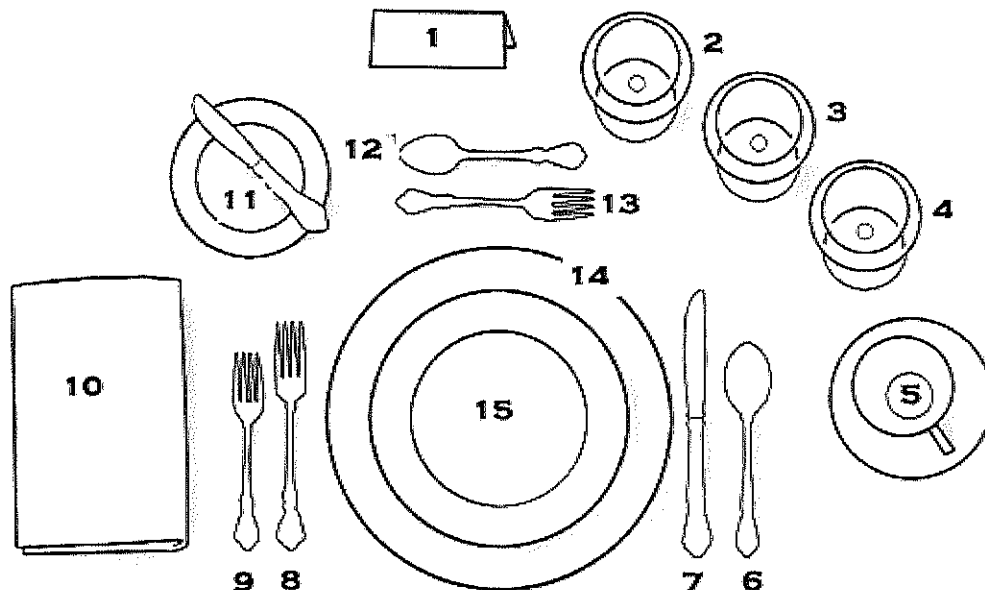
- C 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- B 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) 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
- 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) 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>D</u> Scullery                  | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>G</u> <del>Queen Mary</del>     | <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>A</u> Chaffing Dish             | <u>C</u> Used to hold a large tray on the dining floor  |
| <u>E</u> <del>French Passing</del> | <u>D</u> Area for dirty dishware and glasses  |
| <u>B</u> Russian Service           | <u>F</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew                 | <u>G</u> Used to open bottles of wine   |
| <u>C</u> Tray Jack                 | <u>H</u> Style of dining in which the courses come out one at a time  |

Name Breana Perry  
Score 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>1</u>  | Name Place Card       | <u>7</u>  | Dinner Knife                 |
| <u>12</u> | Teaspoon              | <u>4</u>  | Wine Glass (Red)             |
| <u>13</u> | Dessert Fork          | <u>9</u>  | Salad Fork                   |
| <u>6</u>  | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>15</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

First Name: Breana

Date of Birth: 01/23/1995

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

Hire Date: 09/05/2017

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

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 01/23/2023

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/05/2017

Case Submitted By: SGON7369

Closed On: 09/05/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED