

Interview Note Sheet

| Applicant Information | |
|--|-------------------------------|
| Name: <u>Shayquesh Howard</u> | Interviewer: <u>Shelby</u> |
| Date: <u>9/11/2017</u> | Rate of Pay: <u>9.25 x 11</u> |
| Position (s) Applied for: <u>SERVER, CASHIER</u> | Referred by: <u>Burgos</u> |

| Test Scores | | | | | |
|-------------|--------------|-----------|---|--------------|--------------------------|
| Server | <u>25/35</u> | <u>71</u> | % | Bartender | <u>/35</u> % |
| Prep Cook | <u>/20</u> | | % | Barista | <u>/15</u> % |
| Grill Cook | <u>/40</u> | | % | Cashier | <u>9</u> /15 <u>60</u> % |
| Dishwasher | <u>/10</u> | | % | Housekeeping | <u>/16</u> % |

| Seeking: |
|------------------------------------|
| <input type="checkbox"/> Full-Time |
| <input type="checkbox"/> Part-Time |

| Relevant Experience & Summary of Strengths |
|---|
| <p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <ul style="list-style-type: none"> - last job was at MilaContainer through Seelona Staffing in Iowa. - Moved to KC PERM. Recently - INTERESTED in housekeeping, but has NO EXPERIENCE |
| <p>P.O.S. Experience: Y / N details: _____</p> |

| 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 <u>Kansas City, MO</u> Independence, MO |

| Certifications (if any) |
|---|
| TIPS Serv-Safe LEAD Other _____ Will Submit |

| Availability |
|---|
| <input checked="" type="radio"/> 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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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Shayla Wood Howard
Email: Shayla759@gmail.com
Phone number: 563-525-9259

Working Experience:

Company Name: Khal Home
Dates of Employment: June 2012 - Feb 2013
Job Responsibility:

- Break down carts
- Wash dishes
- Serve residents
- Clean and set up dining areas

Company Name: Sedona Staffing
Dates of Employment: June 2013 - July 2013
Job Responsibility:

- Make boxes
- Wax boxes
- Label and ship boxes
- Make time quote

Company Name: Denison Job Corp
Dates of Employment: July 2013 - July 2015
Job Responsibility:

- Former, keep everyone on task
- Clean office
- Organize papers and type paper-
- Handle referrals

Skills

- Carpentry
- Sewing
- Cleaning
- Organizing

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 Shayqueech Howard Date: Sept 14th 2017
Home Telephone (503) 505-9259 Other Telephone ()
Present Address 1332 Independence Ave Apt B
Permanent Address, if different from present address: _____
Email Address Shaylee759@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: 9⁺
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 Lydia Burgos 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? Sept 12th 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 | | <u>X</u> | | | | | |
| PM | | | | | | | |

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 Lydia Burgos
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: (former) letting all HBI's know there responsi-
bilities, kept them on task while completing my own

Dates of Employment: From July 14 ²⁰¹³ To July 14 ²⁰¹⁵ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: completed program and training

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? 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: Lidia Burgos Telephone No. (816) 301-7084

Address: 1301 East Armour Blvd

Occupation: _____ Relationship: Friend (work) Number of Years Acquainted: 3

Name: Michael Lee Telephone No. (816) 905-1811

Address: _____

Occupation: Groundskeeper Relationship: Job Corp Friend Number of Years Acquainted: 4

Name: Nakare Beechum Telephone No. (563) 676-3216

Address: 16343 hillandale Rd

Occupation: Server Relationship: work friend Number of Years Acquainted: 6

Servers Test

Name Shayna Ch Howard
Score 25/35

Multiple Choice

- B 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
- 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

(71)

Match the Correct Vocabulary

- | | | | |
|----------|-----------------|---------------|--|
| <u>D</u> | Scullery | A. | Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</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>A</u> | Chaffing Dish | C. | Used to hold a large tray on the dining floor |
| <u>B</u> | French Passing | D. | Area for dirty dishware and glasses |
| <u>C</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>G</u> | Tray Jack | G. | Style of dining in which the courses come out one at a time |

Cashier Test

Score 9 / 15

- a 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- d 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
- a 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
- C 6) What is the current sales tax rate in your city 3 ?
- C 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: Shangweech Howard

Score /14

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - ☒ e) All of the above
2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - ☒ e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Floors ☒ Daily/ Weekly
 - b) Toilets and latrines ☒ Daily/ Weekly
 - c) Carpets in guest rooms ☒ Daily/ Weekly
 - d) Carpets in offices ☒ Daily/ Weekly
 - e) Soiled linen ☒ Daily/ Weekly
6. The best way to clean the floors:
 - ☒ a) Scrubbing
 - b) Dry sweeping and dusting
 - ☒ c) Sweeping, mopping and dusting
 - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
 - a) Leave it for someone else to clean- up
 - b) Wait until the end of your shift to clean it
 - ☒ c) Flag the spill and clean it up immediately
 - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
 - ☒ a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on- duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
 - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?

Let the manager know and see how to properly go about it.
10. What do you do if you find Lost and Found items in a guest rooms?

Return them to the front office
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant kills flu germs and viruses that most cleaning solutions do not

Certificate of Completion

This certifies that the person named below has completed a
1 hour Food Handler Class
and has passed a written knowledge assessment

COURSE FOR FOOD SAFETY

FOOD HANDLER CLASS

Shayqueech K. Howard

1332 Independence Ave Apt B, Kansas City, MO 64106

Date of Birth: 04/27/1993

Date of Course Completion: 09/11/2017

Certificate Number: 110427



A stylized, handwritten signature in black ink, which appears to read "Robert A. Williams".

Mr. Robert A. Williams, Course Instructor
(407) 906-6254 | certificate@courseforfoodsafety.com



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017255162528RU

Report Prepared: 09/12/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Howard

First Name: Shayqueech

Date of Birth: 04/27/1993

Social Security Number: *** ** 6585

Hire Date: 09/12/2017

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: 09/12/2017

Case Submitted By: SGON7369

Closed On: 09/12/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED