

Interview Note Sheet

Applicant Information

Name: Amelia Williams

Date: 9-20-2017

Position (s) Applied for:

Serving/housekeeping

Interviewer:

Shelby

Rate of Pay:

0.25-11.00

Referred by:

FG START

Job History

Job	Hours	Percentage	Position	Hours	Percentage
Server	20	35	Bartender	35	%
Prep Cook	20	%	Barista	15	%
Grill Cook	40	%	Cashier	15	%
Dishwasher	10	%	Housekeeping	14	88 %

Job Seeker

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

- Works at Goodwill but it is a mile and a half walk
- Wants full time
- Interested in serving + housekeeping

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

Transportation

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
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Certifications (if any)

TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

Open	AM only	PM only	Weekdays only	Weekends only
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Details:

Uniforms Owned

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:

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

First and Last Name: Angela Kay Williams

Email: _____

Phone number: 816-401-9202

Working Experience:

Company Name: Goodwill

Dates of Employment: 6-17 - Now

Job Responsibility:

- Sort clothes
- Sort - medications
- Clean -
- Relation carts.

Company Name: Aspen Prod.

Dates of Employment: 2-17 - 16-17

Job Responsibility:

- prod work.
- Run machines.
-
-

Company Name: Denny's

Dates of Employment: 8-12 - 10-2016

Job Responsibility:

- Wait on customers
- Register -
- Take out food.
- Clean - Stock.

Skills

-
-
-
-

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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 Dorele Kay Williams

Date: 9-20-217

Home Telephone ()

Other Telephone (816) 401-7202

Present Address 718 E 9th St KC MO 64106

Permanent Address, if different from present address:

Email Address _____

EMPLOYMENT DESIRED

Position applying for: Any

Salary desired: min wage

Are you currently registered with any staffing and/or employment agencies? If so, please list
Syndicate

Are you applying for:

Full-time work? Yes No Part-time work? Yes No Can work any shift -

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 _____

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? _____

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY	<u>Can work any day</u>	<u>Shrt - night</u>	<u>weekends</u>	<u>holidays</u>	<u>OK</u>		
AM							
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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If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Blue Springs	Blue Springs Mo	12	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special:			

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes No If so, may we contact your current employer? Yes No

Name and Address of Employer Goodwill

Type of Business Thrift-store Telephone No. Supervisor's Name Caron
 Your Position and Duties Salt-merchandise

Dates of Employment: From 6-17 To Weekly Pay: Starting \$100.00 Ending

Reason for Leaving: lived 1 1/2 miles to and from

Name and Address of Employer Asper Prod.

Type of Business Production Telephone No. Supervisor's Name
 Your Position and Duties run machines - make paper plates

Dates of Employment: From To Weekly Pay: Starting Ending

Reason for Leaving:

Name and Address of Employer

Type of Business Telephone No. Supervisor's Name

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Your Position and Duties _____

Dates of Employment: From _____ To _____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

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 _____

JOB RELATED REFERENCES

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

Name: John

Telephone No. (816) 419-0762

Address 919 E 9th St.

Occupation: home maker.

Relationship: friend

Number of Years Acquainted: 2 yrs.

Name: Jane Hedge

Telephone No. (816) 802-6662

Address Liberty mo.

Occupation: Sever.

Relationship: friend

Number of Years Acquainted: 10 yrs.

Name: Janice

Telephone No. (816) 645-5095

Address 919 E 9th St.

Occupation: _____

Relationship: friend

Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

DW I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

DW I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

DW I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

DW I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

DW Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

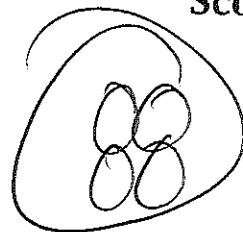
Angela Williams

Date 9-20-2017

Name: Angela Williams

Score 12/14

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?
Tell the supervisor immediately.
10. What do you do if you find Lost and Found items in a guest rooms?
Turn it in.
11. Describe the difference between a disinfectant and a cleaning solution?
A disinfectant is used after cleaning usually

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

C 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?

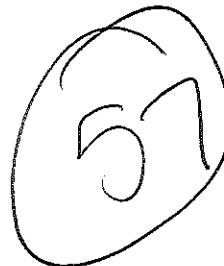
- a) The stem
- b) The widest part of the glass
- c) The top

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 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

D

Scullery

K

Queen Mary

A

Chaffing Dish

B

French Passing

G

Russian Service

F

Corkscrew

E

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

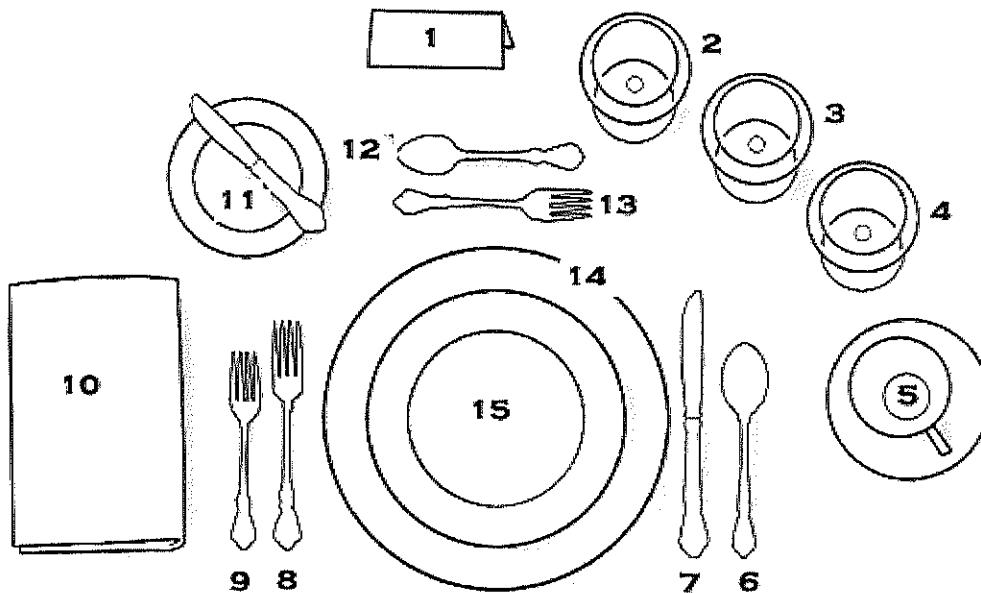
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

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
11

Napkin
Bread Plate and Knife
Name Place Card
Teaspoon
Dessert Fork
Soup Spoon
Salad Plate
Water Glass

12
13
14
15

8
3
7
12
5
13
15

Dinner Fork
Tea or Coffee Cup and Saucer
Dinner Knife
Wine Glass (Red)
Salad Fork
Service Plate
Wine Glass (White)

Fill in the Blank

1. The utensils are placed 10 inch (es) from the edge of the table.

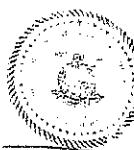
2. Coffee and Tea service should be accompanied by what extras? Cream - Sugar - Lemon (if desired)

3. Synchronized service is when: _____

4. What is generally indicated on the name placard other than the name? Company -

5. The Protein on a plate is typically served at what hour on the clock? on the hour,

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Tell chef on call



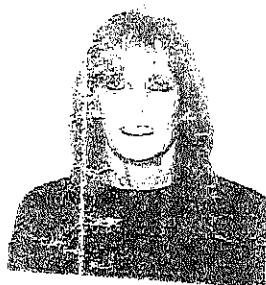
Missouri Department of Revenue
Driver License Bureau
MONEY RECEIPT ONLY

**NOT VALID FOR
DRIVING**

- This document serves as proof of application and payment for a Missouri driver license, nondriver license, or permit.
- If you do not receive your permanent card in the mail in thirty (30) days, you may call (573) 751-2730 for assistance.
- Your license will be mailed in an unmarked envelope. IT WILL NOT BE FORWARDED

ATTENTION: Your license will be mailed to:

ANGELA KAY WILLIAMS
504 W HURT ST
LIBERTY, MO 64068



NONDRIVER LICENSE

CLASS: ND	DL/D EXPIRATION: 01/23/2018	
LICENSE NUMBER: V201169004	DATE OF BIRTH: 01/23/1963	
WILLIAMS		
ANGELA KAY		
504 W HURT ST		
LIBERTY, MO 64068		
ENDORSEMENTS: NONE		
RESTRICTIONS: NONE		
SEX: F	WGT: 120 lbs	ISSUE DATE: 04/03/2017
HGT: 5'03"	SYLS: BLU	
171160960062		

RESTRICTIONS

FOR OFFICE USE ONLY

DOCUMENT CODE

03 NON DRV. LICENSE

TRANSACTION FEE

\$6.00

SKILLS TEST

ISSUE CODE

03 DUPLICATE

PROCESSING FEE

\$5.00

PROCESS CODE

01 REGULAR

ORGAN DONATION

\$0.00

SEQ#

1

1st

2nd

TODAY'S DATE
04/06/2017

CLERK
DF 466

MODIFIED BY CLERK
DF8466

OFFICE NUMBER
116011

