

Interview Note Sheet

Applicant Information

Name: Kimberly Travis	Interviewer: Steven Gonzalez
Date: 9/20/17	Rate of Pay:
Position(s) Applied for: Housekeeping / Server / prep	Referred by:

Test Scores

Position	Score	%	Position	Score	%
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

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

Relevant Experience & Summary of Strengths

Interesting in Housekeeping / Server Total of _____ in Food Service/Hospitality
 Full time prefer

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 (Many)

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:

Kimberly Travis

Kansas City, MO

kimberlytravis66_tt2@indeedemail.com - (816)433-9880

Authorized to work in the US for any employer

WORK EXPERIENCE

Packaging & distribution

K.C Star, Kansas City,mo - 2002-11 - 2006-04

Banquet Server

Food Team - 1999-02 - 2001-05

B&G Maintenance Crew

B&G Maintenance , Kansas City,Mo - 1997-03 - 1998-12

Dietary Aide,

South Park care center - Kansas City, MO - 1997-06 - 1998-06

Prepared and served nutritional meals to elderly clients.

EDUCATION

Certified

Culinary cornerstone

Certified cna

Meds nursing assistant program

SKILLS

Assisted Executive Chef in preparing meals for 300 Lunch guests Designed own menus. Cooking/Cleaning/nursing/Machine inserter/Clerk/Supervised/setup and break down for banquets

LINKS

<https://drive.google.com/file/d/0B53mZ37gkSknMzQ3OXVNQWRQbjQ/view?usp=drivesdk>

CERTIFICATIONS/LICENSES

Culinary cornerstone

2009-03 - Present

Assisted Executive Chef in Preparing for 300 lunch guests every day . Cooking Cleaning served.

ADDITIONAL INFORMATION

Objective :To obtain a nursing position to obtain cooking position to obtain packaging and distribution position.

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OUTSOURCING
Your Hospitality Staffing Professionals

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 Kimberly Travis Date: 9/22/2017
Home Telephone (816) 433-9880 Other Telephone (816) 226-0130
Present Address 3614 Bales Kansas City MO 64128
Permanent Address, if different from present address: _____
Email Address Kimberlytravis9662@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: open
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: 9:00 To: 5:00
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? 10/1/2017

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>9:00</u>	<u>5:00</u>	<u>9:00</u>	<u>5:00</u>	<u>9:00</u>	<u>5:00</u>	<u>9:00</u>
PM	<u>5:00</u>	<u>9:00</u>	<u>5:00</u>	<u>9:00</u>	<u>5:00</u>	<u>5:00</u>	<u>5:00</u>

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 Med's Culinary Concepts Kansas City MO	CITY & STATE Independence MO Culinary Concepts Kansas City MO	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE? Yes 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: Culinary Cook certified - Nursing CNA Certified			

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 Yes No No If so, may we contact your current employer? Yes Yes No No

Name and Address of Employer 119 Jessica Lane Playbook MO
 Type of Business Nursing home Telephone No. (816) 522-1111 Supervisor's Name Nick Kay
 Your Position and Duties CNA - Help with ADL for Cleaning lifting
Feeding Serving

Dates of Employment: From 05/2016 To 08/2016 Weekly Pay: Starting 10.25 Ending 10.75
 Reason for Leaving: went to home making - did not get

Name and Address of Employer Salvation Army
 Type of Business Salvation Army Telephone No. (816) 231-1111 Supervisor's Name Andrea
 Your Position and Duties Clark Cleaning helping others Sorting hanging
Folding Stocker

Dates of Employment: From 2/2010 To 4/2015 Weekly Pay: Starting 7.25 Ending 7.75
 Reason for Leaving: Childcare

Name and Address of Employer 2910 Tracy Rd. Kansas City MO
 Type of Business Home Telephone No. (816) 433-9880 Supervisor's Name Self

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outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties

~~Housekeeping~~ Cleaning Feeding Cooking Changing Baby Sitting

Dates of Employment: From 3/2016 To 5/2016 Weekly Pay: Starting 0.00 Ending 0.00

Reason for Leaving: Went to School

Name and Address of Employer Meds

Type of Business School Telephone No. (816)

Your Position and Duties Student Clinical Supervisor's Name Ma. Gee

Dates of Employment: From 2/2016 To 5/2016 Weekly Pay: Starting 0.00 Ending 0.00

Reason for Leaving: Graduate

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: William Travis Telephone No. (816) 874-7226
Address: Playtown MO 64130

Occupation: EMC Relationship: Husband Number of Years Acquainted: 13

Name: Takieia Hyler Telephone No. (816) 226-0130
Address: 3614 Bales

Occupation: Clerk Relationship: Daughter Number of Years Acquainted: 22
Name: Sarah Wilson Telephone No. (816) 838-4152
Address: Grandview MO

Occupation: PS Relationship: Son Number of Years Acquainted: 19

Please Read Carefully, Initial Each Paragraph and Sign Below

KI
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.

KI
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.

KI
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.

KI
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.

KI
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



Date

9/22/2017

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	<input checked="" type="radio"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily/ Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily/ Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily/ Weekly
e) Soiled linen	<input checked="" type="radio"/> 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? Report it
10. What do you do if you find Lost and Found items in a guest rooms? turn it in to office
11. Describe the difference between a disinfectant and a cleaning solution?

disinfectant kills germs in air - Cleaning Solution cleans on contact.

Servers Test

Multiple Choice

- 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

- 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

- 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

- 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

- 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

- 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

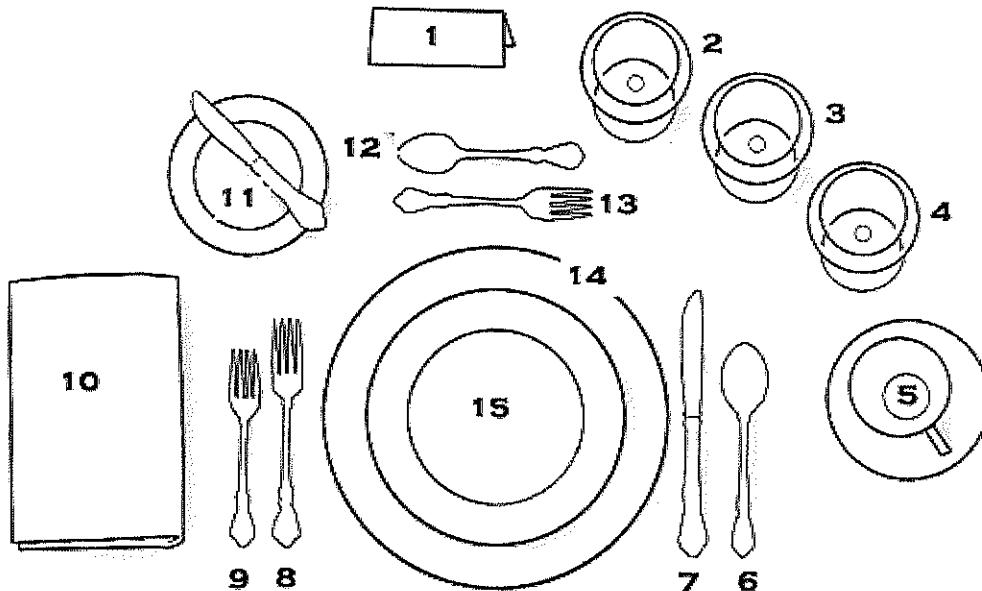
Match the Correct Vocabulary

- A Scullery
- D Queen Mary
- H Chaffing Dish
- F French Passing
- B Russian Service
- I 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 Kimberly Travis
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>12</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>13</u>	Teaspoon	<u>4</u>	Wine Glass (Red)
<u>9</u>	Dessert Fork	<u>13</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>11</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 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Water
3. Synchronized service is when: name card and order going
4. What is generally indicated on the name placard other than the name? V.I.P
5. The Protein on a plate is typically served at what hour on the clock? 3:00
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
yes

Multiple Choice (1 point each)

- 1) A gallon is equal to 32 ounces
a. 56
b. 145
c. 32
d. 128
- 2) Mesclun are what type of vegetable?
a. Roots
b. Beans
c. Salad Greens
d. Spices
- 3) What does the term braise mean?
a. Sear quickly on both sides
b. Slowly cook in covered pan with little liquid
c. Cook on high heat and quickly
d. Slowly cook in simmering water
- 4) At what internal temperature must chicken be cooked so that it is safe to eat?
a. 155 degrees F
b. 165 degrees F
c. 175 degrees F
d. 185 degrees F
- 5) How do you blanche vegetables?
a. Immerse for a short time in boiling water
b. Cook lightly in butter over med heat
c. Soak in cold water overnight
d. Rub with salt before cooking
- 6) Which of the following ingredients would you pack before measuring?
a. Olive Oil
b. Salt
c. Brown Sugar
d. White Sugar
- 7) What is Al Dente?
a. Firm but not hard
b. Soft to the touch
c. Very hard
d. Very soft
- 8) Food should be left out no more than
a. 2 hours
b. 3 hours
c. 4 hours
d. 5 hours

Prep Cooks Test

9) Which is the improper way to thaw frozen food?

- In the fridge
- In a sink with cold water
- On the counter
- In the microwave

10) Which of the following can you use to put out a grease fire?

- Baking Soda
- Baking Powder
- Flour
- Water

11) What is the temperature range of the danger zone?

- 25-135
- 40-140
- 50-160
- 30-130

12) Which of the following is listed from smallest to largest?

- Dice, chop, mince
- Mince, chop, dice
- Chop, dice, mince
- Mince, dice, chop

13) Which direction should pan handles be turned while cooking on the stove?

- Over the fire at all times
- Turned towards you for better control
- Turned towards the right or left at all times
- Over the countertop at all times

14) When you poach something, you cook it with what?

- Noodles
- Vegetables
- Liquid
- Oil

15) Which spoon is used to remove fat from soups and stews?

- Basting Spoon
- Ladle
- Slotted Spoon
- Portion Spoon

16) Which of the following means to cook in a small amount of fat?

- Season
- Sauté
- Broil
- Boil
- Fry

Prep Cooks Test

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Dice : to cut into very small pieces when uniformity of size and shape is not important.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017270164245HT

Report Prepared: 09/27/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Travis

First Name: Kimberly

Date of Birth: 06/20/1976

Social Security Number: ***-** 9500

Hire Date: 09/22/2017

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: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 06/20/2022

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/27/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED