

Interview Note Sheet

Applicant Information

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

Test Scores

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

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

Relevant Experience & Summary of Strengths

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

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:

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.

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		9:00 5:00	9:00 5:00	9:00 5:00	9:00 5:00	9:00 5:00	
PM		9:00	9:00	9:00	9:00	9:00	
		5:00	5:00	5:00	5:00	5:00	

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 ☐

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 <u>Med's</u>	CITY & STATE <u>Independence MO</u>	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
<u>Culinary Concepts</u>	<u>Kansas City MO</u>		<u>yes</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".			<u>yes</u>
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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	<u>NO</u>
Special: <u>Culinary Cook certified - Nurseing cert Certified</u>		<u>YES</u>	NO

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 119 Jessica Lane Raytown MO
Type of Business Nurseing home Telephone No. (816)
Your Position and Duties OCNA - help with A-DN for cleaning Supervisor's Name Nick Kay
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)

Your Position and Duties Clerk cleaning helping others sorting hanging Supervisor's Name Andrea
soldier 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 Ave. Kansas City MO
Type of Business Home Telephone No. (816) 433-9880 Supervisor's Name Self

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties

~~Cleaning~~ ~~Feeding~~ ~~Cooking~~ ~~Cleaning~~ ~~Helping~~ ~~Shaping~~
Cleaning Feeding Cooking

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 Med's

Type of Business School

Telephone No. (816)

Supervisor's Name Mr. Gee

Your Position and Duties Student Clinical

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? 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: William Travis

Address: Raytown MO 64130

Occupation: EMC

Relationship: Husband

Number of Years Acquainted: 13

Name: Takiela Hylar

Address: 3614 Bales

Occupation: Clerk

Relationship: Daughter

Number of Years Acquainted: 22

Name: Sarah Wilson

Address: Lelandview MO

Occupation: JPS

Relationship: Son

Number of Years Acquainted: 19

Please Read Carefully, Initial Each Paragraph and Sign Below

KT 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.

KT 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.

KT 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.

KT 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.

KT 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

Name: Kimberly Travis

Score 6/14

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? 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 germ in air - cleaning solution cleans on contact.

Name Kimberly Travis
Score 9/35

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 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

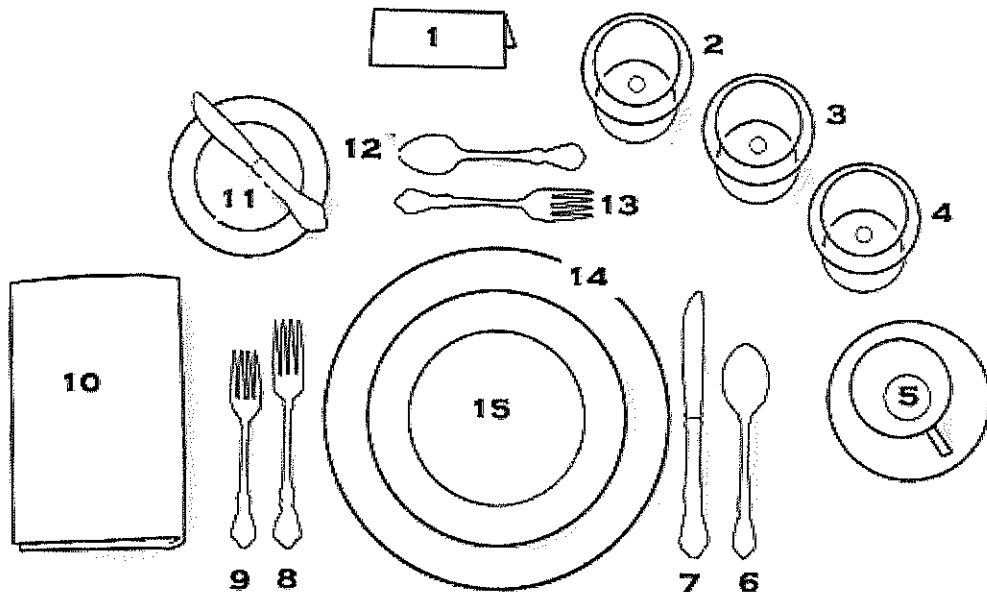
Match the Correct Vocabulary

- A Scullery
D Queen Mary
G 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>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>4</u>	Wine Glass (Red)
<u>9</u>	Dessert Fork	<u>13</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

- The utensils are placed 2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Water
- Synchronized service is when: coming and going
- What is generally indicated on the name placard other than the name? VIP
- The Protein on a plate is typically served at what hour on the clock? 3:00
- 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^{oz} 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 blanch 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?
- a. In the fridge
 - ☒ b. In a sink with cold water
 - c. On the counter
 - d. In the microwave
- _____ 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - ☒ c. Flour
 - d. Water
- _____ 11) What is the temperature range of the danger zone?
- ☒ a. 25-135
 - b. 40-140
 - c. 50-160
 - d. 30-130
- _____ 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - ☒ d. Mince, dice, chop
- _____ 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - b. Turned towards you for better control
 - ☒ c. Turned towards the right or left at all times
 - d. Over the countertop at all times
- _____ 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - c. Liquid
 - ☒ d. Oil
- _____ 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - ☒ b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- _____ 16) Which of the following means to cook in a small amount of fat?
- a. Season
 - ☒ b. Sauté
 - c. Broil
 - d. Boil
 - e. 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