

## Interview Note Sheet

<b>Applicant Information</b>	
Name: <u>Debra Eversgerd</u>	Interviewer: <u>Susan Garza lez</u>
Date: <u>6/20/17</u>	Rate of Pay:
Position(s) Applied for: <u>Cashier, Dishwasher, Server, cashier</u>	Referred by:

<b>Experience</b>		<b>Skills</b>			
Server	<u>20</u> /35	<u>57</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> /10	<u>100</u> %	Housekeeping	<u>/16</u>	%

Full-Time  
 Part-Time

<b>Relevant Experience &amp; Summary of Strengths</b>	
<ul style="list-style-type: none"> <li>- Local area</li> <li>- willing to drive under 20mins</li> <li>- Server</li> <li>- Dishwasher</li> <li>- Cashier</li> </ul>	
<b>Total of _____ in Food Service/Hospitality</b>	

<b>P.O.S. Experience: Y / N</b>		details: _____
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<b>Transportation</b>		
<input checked="" type="checkbox"/> Car	Public Transit	Carpool ( Rider / Driver )

<b>Regions Available to work</b>			
<input checked="" type="checkbox"/> Kansas City, KS	Overland Park, KS	<input checked="" type="checkbox"/> Kansas City, MO	Independence, MO

<b>Certifications (many)</b>				
TiPS	Serv-Safe	LEAD	Other _____	Will Submit _____

<b>Availability</b>				
<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only
Details: _____				

<b>Uniforms Owned</b>					
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: Debra Eunice  
Email: Everden9306@gmail.com  
Phone number: 816.248.8916

## Working Experience:

Company Name: Laverna Village

Dates of Employment: 2-10-10 to 212011b

Job Responsibility:

- Supervise LPNs, CNA
- Close contact with families
- Administer meds
- Close work with Dr

Company Name:

Dates of Employment: 2103 to 2109 Correctional Medical

Job Responsibility:

- 20 bed hosp prison unit
- Follow Dr orders
- interact with guards for safety
- administer medication

Company Name:

Dates of Employment: 9147 / 2103 Atchison Hospital

Job Responsibility:

- admit / Discharge patients
- work closely with other nurses / Dr
- patient care as needed

## Skills

- working with patients and families
- following orders
- neat appearance

## 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 Debra L Eversford Date: 10-20-17  
 Home Telephone (   ) Other Telephone ( 816) 248 5916 )  
 Present Address 3224 Eaton St KC, KS 64103  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address lverdeb9306@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Amy Salary desired: 9.50/hr  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
labor mark  
 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 Amy 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? 10/20/17

*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 <u>AVAILABLE</u> <u>DAILY</u>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>Any</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 \_\_\_\_\_  
 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.)

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## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Highland College	Highland KS	Assoc	Yes
St. Meinert Vns	Topeka KS	Diploma	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:

Been a nurse 20+ year great with great public

## 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 Atchison Hosp, Hwy 71 Atchison KS  
 Type of Business Hospital Telephone No. 913 367-2131 Supervisor's Name Susan Bulkson  
 Your Position and Duties Admit/Discharge patients, patient care as needed, administer meds per Doc orders

Dates of Employment: From 2/10/10 To 2/20/16 Weekly Pay: Starting    Ending   

Reason for Leaving: Take another job, but didn't work out

Name and Address of Employer 903 Hall St Savannah MO  
 Type of Business Nursing Home Telephone No. 816 324 3118 Supervisor's Name Bob Munsell  
 Your Position and Duties Assist patient care is carried out

Dates of Employment: From 2/03 To 9/09 Weekly Pay: Starting Varied Ending   

Reason for Leaving: Another job  
 Name and Address of Employer St. Joseph Correctional Medical Services 3014 Farson  
 Type of Business Prison Work Telephone No. 816 387-2158 Supervisor's Name Jenny McCracker

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Your Position and Duties Total patient care for prison inmates in hospital unit

Dates of Employment: From 1988 To 5/93

Weekly Pay: Starting Varies Ending \_\_\_\_\_

Reason for Leaving: I left to care for mom.

Name and Address of Employer Heartland Hospital

Type of Business Hospital

Telephone No. (816) 271-6000

Supervisor's Name \_\_\_\_\_

Your Position and Duties Follow Doc orders, admin. meds - total patient care

Dates of Employment: From 1988 To 5/93

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: Judy Stevens Telephone No. (816) 617-2456

Address Hwy A St Joseph mo.

Occupation: RN Relationship: Friend Number of Years Acquainted: 10

Name: Jacob Bosch Telephone No. 816-285-3144

Address Lutheran Ministries

Occupation: Job Counselor Relationship: Friend Number of Years Acquainted: 1

Name: Cathy Sanders Telephone No. 785-741-1660

Address 208 Main St. Hawatha, KS 66443

Occupation: Barista Relationship: Friend Number of Years Acquainted: 15

**Please Read Carefully, Initial Each Paragraph and Sign Below**

D 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.

D 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.

D 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.

D 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.

D 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 Debra Eversole Date 10-20-17

**Servers Test**

**Multiple Choice**

C

1) Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand



B

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

B

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

B

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

D

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

D

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- Try to convince the guests to eat what you brought them
- 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**

C Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

6 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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

French Passing

D. Area for dirty dishware and glasses

B Russian Service

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

E Corkscrew

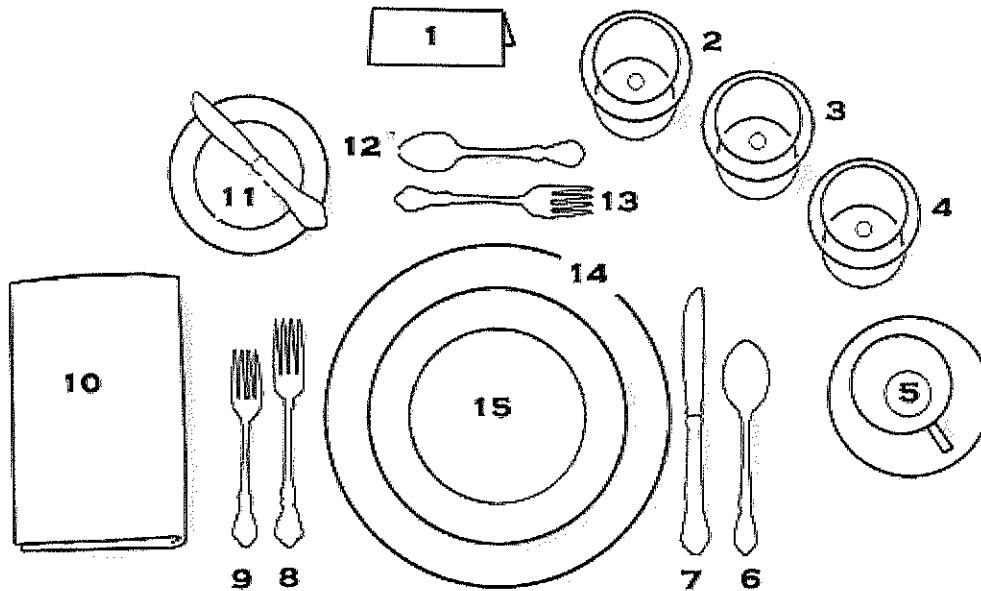
F. Used to open bottles of wine

D Tray Jack

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**

<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>9</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</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>4</u>	Wine Glass (White)
<u>1</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 1 inch inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? water, sugar, cream
3. Synchronized service is when: waiters work together
4. What is generally indicated on the name placard other than the name? what to eat
5. The Protein on a plate is typically served at what hour on the clock? 6 pm
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Alert the chef

## Dishwasher Test

Score 10 / 10

100

C 1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

C 2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

D 3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

B 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

E 5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chafing dishes)
- d) Harsh chemicals
- e) All of the above

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

C 7) What should you 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 immediately
- d) Not sure

C 8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

C 10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution