

Interview Note Sheet

Applicant Information	
Name: <u>Shasila Strother</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>11/13/17</u>	Rate of Pay: <u>9.11</u>
Position (s) Applied for: <u>Event setup/Server</u>	Referred by:

Test Scores					
Server	22/35	62%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	11/15	73%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

Shasila Strother works at Hillcrest Total of _____ in Food Service/Hospitality
golf course part-time. She is seeking
a second job. Also wants to train to be a server.

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:
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Shasila Strother

Kansas City, MO 64129

shasilastrother4_jpf@indeedemail.com - 8163357411

WORK EXPERIENCE

Advocate

USA800 - Raytown, MO - 2016-03 - 2016-11

To take calls and take orders and to get my customers taken care of in a timely fashion

CNA - Certified Nursing Assistant

Midwest Home Health Care - Kansas City, MO - 2010-05 - 2015-10

To assist my client or clients with their daily activities

Team Member

Einstein Bros.® Bagels - Kansas City, KS - 2014-11 - 2015-02

To take orders, cash and fix food. Also to get my customers out in a timely fashion.

Picker/Packer/Shipper

Kansas City, MO - 2013-04 - 2013-06

Pick pack and ship orders in a timely fashion

PCA Personal Care Assistant

Help at Home - Kansas City, MO - 2008-07 - 2011-09

To assist my client or clients with their daily activities

Team Member

Macy's - Kansas City, KS - 2008-10 - 2009-01

To put the clothes back where they go after customers have looked through them

Team Member

McDonald's - Kansas City, MO - 2006-05 - 2008-07

Take orders and cash and get my customers out in a timely fashion

EDUCATION

Diploma

Don Bosco Education Center - Kansas City, MO
2005-08 - 2006-05

CERTIFICATIONS/LICENSES

CNA

Present

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 Shasila Strother Date: 11/13/17
Home Telephone (816) 335-7411 Other Telephone ()
Present Address 1806 E. 49th St HcmO 64129
Permanent Address, if different from present address: _____
Email Address shasila89@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____
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 _____ 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? ASAP

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	open		open	open		open	
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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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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
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 Hillcrest Golf Course
Type of Business _____ Telephone No. (____) _____ Supervisor's Name Marshall
Your Position and Duties cleaning and Events

Dates of Employment: From 8/28/17 to current Weekly Pay: Starting 11/hr Ending _____
Reason for Leaving: Current

Name and Address of Employer Jimmy Jones
Type of Business fast food Telephone No. (816) 921-0555 Supervisor's Name Gabby
Your Position and Duties To make sandwiches in a timely fashion

Dates of Employment: From _____ To _____ Weekly Pay: Starting 7.70 Ending 7.70
Reason for Leaving: Hours

Name and Address of Employer Holiday Inn
Type of Business Hotel Telephone No. (____) _____ Supervisor's Name Michelle

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Your Hospitality Staffing Professionals

Your Position and Duties

House keeping

Dates of Employment: From _____ To _____

Weekly Pay: Starting 9.00 Ending 9.00

Reason for Leaving:

Hours

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: LaFaye Witt

Telephone No. (816) 969-8969

Address: 5510 Olive MC MO

Occupation: PCA

Relationship: Friend

Number of Years Acquainted: 10

Name: Martelle Phillips

Telephone No. (816) 446-0233

Address

Occupation:

Relationship: Friend

Number of Years Acquainted: 12

Name: Michelle Brownpenn

Telephone No. (816) 469-1441

Address

Occupation: Supervisor

Relationship: Friend

Number of Years Acquainted: 8

Please Read Carefully, Initial Each Paragraph and Sign Below

S.S.

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.

S.S.

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.

S.S.

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.

S.S.

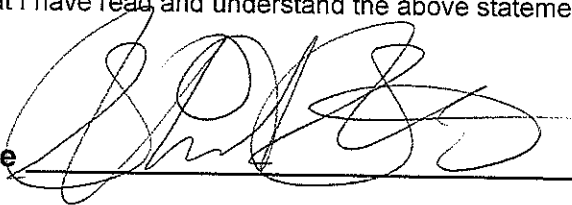
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

S.S.

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

10/13/07

Cashier Test

Score 11 / 15

73%

- 1) A roll of quarters is worth?
a) \$5.00
☒ b) \$10.00
c) \$15.00
d) \$20.00
- 2) A roll of dimes is worth?
a) \$5.00
b) \$4.00
c) \$3.00
☒ d) \$2.00
- 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
☒ d) \$2.00
- 4) A roll of pennies is worth?
☒ a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
☒ c) Point of sales
d) People over service
- 6) What is the current sales tax rate in your city _____?
- 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
- 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
- 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
- 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

Cashier Test

Score / 15

- 11) Counterfeit pens should be used on which three denominations?

a) \$20, \$50, \$100

b) \$10, \$20, \$50

c) \$5, \$50, \$100

d) \$10, \$20, \$50

- 12) How many times should you count change when giving it to the customer?

a) one

b) two

c) three

d) no need to count

Question & Answer:

- 13) What is the minimum age for legal alcohol purchases? 21

- 14) What are the acceptable forms of ID for alcohol purchases?

- 15) How many \$20 bills are in a bank band?

Name _____

Servers Test

Score 22/35

Multiple Choice

62%

- 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

- D Scullery
E Queen Mary
A Chaffing Dish
G French Passing
B Russian Service
F 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



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017318151951BQ

Report Prepared: 11/14/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: strother

First Name: shasila

Date of Birth: 06/11/1989

Social Security Number: *** ** 9982

Hire Date: 11/14/2017

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: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 06/11/2019

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 11/14/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED