

# Interview Note Sheet

Applicant Information	
Name: <u>Lauren Taylor</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>11/16/17</u>	Rate of Pay: <u>9-11</u>
Position(s) Applied for: <u>Server</u>	Referred by:

Test Scores					
Server	<u>23/35</u>	<u>65%</u>	Bartender	<u>/35</u>	<u>%</u>
Prep Cook	<u>/20</u>	<u>%</u>	Barista	<u>/15</u>	<u>%</u>
Grill Cook	<u>/40</u>	<u>%</u>	Cashier	<u>/15</u>	<u>%</u>
Dishwasher	<u>/10</u>	<u>%</u>	Housekeeping	<u>/16</u>	<u>%</u>

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

## Relevant Experience & Summary of Strengths

Lauren Taylor is a server at ~~the~~ <sup>Waffle</sup> House. She is part-time only at Waffle House. She is seeking a second job as a server. Lauren has basic plated-server skills. She is eager to learn how to hold trays.

Total of \_\_\_\_\_ in Food Service/Hospitality

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: \_\_\_\_\_

# Lauren Taylor

## Sales Associate - Target Store

Kansas City, MO 64132

laurentaylor7\_fzg@indeedemail.com - 3143631363

Currently in Kcmo

Willing to relocate: Anywhere

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Staffing Coordinator

Favorite Healthcare Staffing - Overland Park, KS - 2015-10 - Present

Constant phone activity inbound and outbound staffing healthcare facilities and helping employed medical staff with scheduling issues after hours

#### Patient Sitter, (PSA) Patient Safety Assistant

SSM health Care - St. Louis, MO - 2014-01 - 2015-02

##### Responsibilities

ensure a safe environment for The patient and myself while assisting with hygiene, Feeding and clothing while distracting the patient from pulling and picking to direct focus on other activities than the irritation of tubes and lv lines. To make a comfortable setting and deliver a warm presence for the Patient and Patients family.

##### Accomplishments

Connecting with Suicidal Conservative patients, breaking through silence and the ability to gain trust and a solid understanding with the patient.

##### Skills Used

Understanding and patience while demonstrating Professionalism in Difficult patients.

#### Sales Associate

Target Store - Florissant, MO - 2011-02 - 2014-05

Provide direction and or assistance addressing customer(s) needs

- Provide excellent customer care
- Administered Fast, Fun, Friendly logo

#### Sales Associate

Wal-Mart Store - Roeland Park, KS - 2009-10 - 2010-04

Meet and greet customers with an incredible smile

- Attains high interest in the customer needs and or demands

#### Caterer

Christian Northeast Hospital - St. Louis, MO - 2008-12 - 2009-07

##### Food Service

- Created a clean and sanitized working environment
- Appealed to the patient(s) strict diets and or food Preferences sheet
- Prepared Breakfast, lunch, dinner meals

**Server**

Johnny Rockets - Hazelwood, MO - 2006-09 - 2008-06

Provided high efficient multitasking skills

- Provide excellent customer care
- Provide fast accurate customer service

**EDUCATION****Nursing**

St. Louis Community College - Florissant Valley Metropolitan Community College - Metropolitan, MI  
2008 - 2009

**ADDITIONAL INFORMATION****Skills and Qualifications**

- Awarded multiple Outstanding Customer Service Cards
- 35 plus words per minute
- Proficient with Microsoft Word
- Proficient with PowerPoint
- Excellent leadership ability

## 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 Janen Taylor Date: 11-16-17  
Home Telephone (314) 303-2363 Other Telephone ( )  
Present Address 4401 myrtle ave  
Permanent Address, if different from present address:  
Email Address ltaylor.2@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Serving Salary desired: 9.50  
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: Jan 18 To: Dec 18  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☐ Name of Referral None 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? 11-20-17

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 AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

June - 4 - 10, March?

### 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.)

N/A

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Hazelwood East High	St. Louis, MO	Diploma	yes
Penn Willey Com College	Kansas, city, MO	NONE	no
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: <u>Healthcare experience</u>			

## 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 Waffle house  
 Type of Business restaurant Telephone No. 816 Supervisor's Name Tara bahn  
 Your Position and Duties Serving, cash handling, bussing, stocking, cleaning.

Dates of Employment: From Oct, 17 To present Weekly Pay: Starting 2.85 Ending 3.85

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: \_\_\_\_\_

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: \_\_\_\_\_

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 ☒   
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: Yvonne COOPER Telephone No. (816) 588-5114

Address: 7144 Paseo Blvd

Occupation: Employment verification Relationship: supervisor Number of Years Acquainted: 7

Name: Jessica pall Telephone No. (816) 328-5912

Address: \_\_\_\_\_

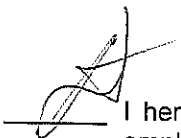
Occupation: life guard Relationship: Friend/colleague Number of Years Acquainted: 5

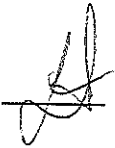
Name: Adrian hughes Telephone No. (816) 674-5865


Address: 6804 Crabapple Circle


Occupation: city worker Relationship: Friend Number of Years Acquainted: 2

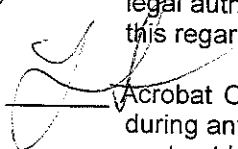
**Please Read Carefully, Initial Each Paragraph and Sign Below**

 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.

 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.

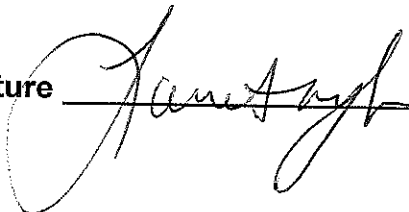
 I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice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

 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.

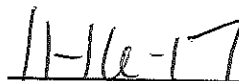
 Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that 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**



Name Jennifer Taylor

**Servers Test**

Score 23/35

**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**

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

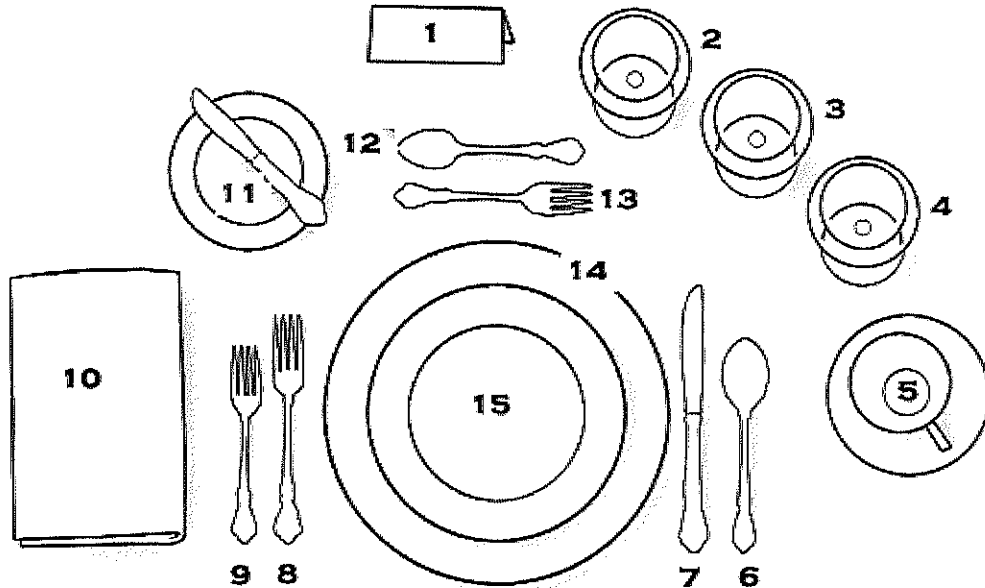
- A. Metal buffet device used to keep food warm by heating it over warmed water
- B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
- C. Used to 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



Name \_\_\_\_\_

**Servers Test**

Score / 35



**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>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>3</u>  | Wine Glass (White)           |
| <u>2</u>  | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed 8 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar condiments
- Synchronized service is when: service is given organized
- What is generally indicated on the name placard other than the name? The party
- The Protein on a plate is typically served at what hour on the clock? 5 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
make note



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017320144856JK**

Report Prepared: 11/16/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Taylor

First Name: Lauren

Date of Birth: 06/06/1990

Social Security Number: \*\*\* \*\* 3582

Hire Date: 11/16/2017

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: 06/06/2021

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 11/16/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED