

Interview Note Sheet

Applicant Information

Name: Charles McKenzie

Date: 11/30/17

Position (s) Applied for: Senior Houseman

Interviewer: Diana Zamora

Rate of Pay: \$9.25 - \$11.00

Referred by: Tierra Abron

Test Scores

Server	25 / 35	70 %	Bartender	/ 35	%
Prep Cook	/ 20	%	Barista	/ 15	%
Grill Cook	/ 40	%	Cashier	/ 15	%
Dishwasher	/ 10	%	Housekeeping	10 / 14 / 15	70 %

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Worked at Above all Staffing - worked in the kitchen. Total of _____ in Food Service/Hospitality

Worked at Aramark ~~overlooked~~ worked as a Food Prep.

Worked at Best Western in the laundry room.

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

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: _____

Could 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: Charles McKenzie
Email: Charles.mckenzie@gmail.com
Phone number: 816-469-7206

Working Experience:

Company Name: Above All Staffing

Dates of Employment: 11-16-16 - 5-1-17

Job Responsibility: Serve

- Kitchen duties
- House Keeping
-
-

Company Name: Aramark Concessions

Dates of Employment: 5-1-17 - 9-1-17

Job Responsibility: Cook 3 Prep

- Prepare food
- Cleaning
-
-

Company Name: Best Western

Dates of Employment: 2-1-2010 - 1-1-2014

Job Responsibility: Laundry 3 House Keeping

- Cleaning
- Preparing
- Laundry
-

Skills

- Very good Communication Skills
- Lead Experience in Serving
- Very good Cleaning Skills
- Well with hands on projects

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 Charles McKenzie Date: _____
Home Telephone (816) 469-7200 Other Telephone (816) 456-2808
Present Address 5107 E NIST Terr Kansas City MO 64130
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$10.00
Are you currently registered with any staffing and/or employment agencies? If so, please list
N/A
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: open To: open
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☒ Name of Referral Tierra Abron 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? 11/29/2017

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.

<u>SPECIFY HOURS AVAILABLE DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	Any Day						All Evenings and some mornings
PM							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: Unknown							

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
Tierra Abron (girlfriend)
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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Wright Career College	OPKS	None	Did not Finish
Ozanam	Martinsburg MO	High School Diploma	YES 2007
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: Windows 7			

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 Above all Staffing

Type of Business Temp Agency Telephone No. () Supervisor's Name Ivan Welding

Your Position and Duties I was a head server. my duties was to carry tray and server customers at different events.

Dates of Employment: From Nov 2016 To Aug 2017 Weekly Pay: Starting \$10.00 Ending \$12.00

Reason for Leaving: UNKNOWN

Name and Address of Employer Aramark Concessions

Type of Business Concessions Telephone No. (816) 504-4000 Supervisor's Name Amanda

Your Position and Duties COOK + PREP COOK

Dates of Employment: From 2006 To 2012 Weekly Pay: Starting \$9.75 Ending \$10.68

Reason for Leaving: moved out of town

Name and Address of Employer Best Western Hotel

Type of Business Hotel Telephone No. () Supervisor's Name

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Your Position and Duties House Keeping and Laundry.

Dates of Employment: From 2010 To 2014 Weekly Pay: Starting 8.50 Ending 9.25

Reason for Leaving: Found another job.

Name and Address of Employer Best Western 4309 main st 64111

Type of Business _____

Telephone No. (816) 561-9600 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?
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: Torrance Hunter Telephone No. (913) 742-1734

Address unknown

Occupation: Server Relationship: Friend Number of Years Acquainted: 10+

Name: Edward Williams Telephone No. (816) 442-9131

Address _____

Occupation: server Relationship: Friend Number of Years Acquainted: 7

Name: Hayward Silas Telephone No. (816) 905-1548

Address _____

Occupation: Lead server Relationship: Friend of Number of Years Acquainted: 18

Family

Please Read Carefully, Initial Each Paragraph and Sign Below

CMC

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.

CMC

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.

CMC

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.

CMC

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.

CMC

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

Charles McHenry

Date

11/28/2017

Servers Test

Name Chades McLenzie

Score 25 / 35

Multiple Choice

- b 1) Food is served on what side with what hand?
a) On the left side with the left hand
~~b~~ 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
- b 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
~~b~~ 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
- a 3) Food and drinks are removed on what side with what hand?
~~a~~ a) On the left side with the left hand
~~b~~ 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
- h 4) What part of a glass should you handle at all times?
~~a~~ a) The stem
b) The widest part of the glass
c) The top
- d 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~~ d) All of the above
- d 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~~ 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

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> 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) |
| <u>A</u> Chaffing Dish | C C. Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | D. Area for dirty dishware and glasses |
| <u>B</u> Russian Service | E E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name: Charles E. Mcken

Housekeeping Test

Score 10/14

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	<u>Daily</u> / Weekly
b) Toilets and latrines	<u>Daily</u> / Weekly
c) Carpets in guest rooms	<u>Daily</u> / Weekly
d) Carpets in offices	<u>Daily</u> / Weekly
e) Soiled linen	<u>Daily</u> / 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? inform the boss or manager
10. What do you do if you find Lost and Found items in a guest rooms? Return it to the front desk
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant is for different bacteria. Cleaning Solution is more like bathroom and living item to clean



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017334134804XM

Report Prepared: 11/30/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Mckenzie

First Name: Charles

Date of Birth: 02/06/1988

Social Security Number: *** ** 5714

Hire Date: 11/30/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 11/30/2017

Case Submitted By: SGON7369

Closed On: 11/30/2017

Closed By: SGON7369

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED