

Interview Note Sheet

Applicant Information

Name: Charles McKenzie

Date: 11/30/17

Position (s) Applied for:

Senior, Harsman

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	10/14/16 70% %

Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Worked at Above all Staffing - worked in the kitchen.

Worked at Aramark ~~cooking~~ 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

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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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Charles McKenzie
Email: Charles.mckenzie69@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: Serv U/S

- Kitchen duties
- House Keeper
-
-

Company Name: Arramark Concessions

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

Job Responsibility: Cook 3 Pres

- Prepare food
- Cleaning
-
-

Company Name: Best Western

Dates of Employment: 2-1-210 - 1-2014

Job Responsibility: Laundry 3 Bious Keeping

- Cleaning
- Preparing
- Laundry
-

Skills

- Very good Communication Skills
- Good 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) 416 9720 Other Telephone (816) 456 0280
 Present Address 5107 E 11ST 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.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>Any Day</u>		<u>All</u>	<u>Evenings</u>	<u>and Some</u>		
PM							<u>Mornings</u>

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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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?
Wright Carrier College OPKS Ozanam	Marion City MO	None High school Diploma	Did not Finish 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 Curry tray and Server customers at different events. throughout Kansas + Missouri

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 1000 Supervisor's Name Amanda

Your Position and Duties COOK + PreCook

Dates of Employment: From 2006 To 2012 Weekly Pay: Starting \$9.75 Ending \$10.108

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 Hospitality Staffing Professionals

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? 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: Torrance Hunter Telephone No. 913,742-1734

Address UNKNOWN

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

Name: Edward Williams Telephone No. (816) 442-9181

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 Family Number of Years Acquainted: 18

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 McLean

Date

11/28/2017

Servers Test

Multiple Choice

b 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

b 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

a 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

h 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

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) **All of the above**

h 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) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

70%!

Match the Correct Vocabulary

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

F 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: Charlotte Macken Score 10/14

Housekeeping Test

70%

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? *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 Solvents is more like bathroom and living item cleaning.



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