

Interview Note Sheet

Applicant Information

Name: <u>Delorah Bunyon</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>12/11/17</u>	Rate of Pay: \$ <u>9.25</u>
Position (s) Applied for: <u>Prep, Server</u>	Referred by: <u>Patricia Torres</u>

Test Scores

Server	<u>24/35</u>	%	Bartender	<u>/35</u>	%
Prep Cook	<u>18/20</u>	%	Barista	<u>/15</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/15</u>	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/14</u>	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Currently works at a Home Care, driving disable Clients to do their personal business.

Worked For liberty Staffing as a food prep and server.
Worked at Walmart as a sales associate.

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: _____

Deborah Runyon

2200 S. Leslie Ave. Independence, MO.

816-709-3063

Deborahrunyon15@yahoo.com

Career Summary

A certified Pharmacy Technician with strong people skills dedicated to detail. Handles stressful situations well with a positive and caring attitude. Demonstrates good judgment in a challenging work environment.

- Drug Regulation Control
- Inventory Supplies
- Customer Service
- Maintain Records
- Stock Shelves
- Detailed Oriented
- Special Drug Handling
- Clerical Skills
- Reliable

Career History

Driver

Integrity Home Care & Hospice, Lee's Summit, MO

present

I drive my disabled client around town in order to do personal business.

Temp Agency--Certified Prep

Liberty Staffing Services, Independence, MO

2016—present

Assist with set up and serving for dinners at the Overland Park Convention Center

- Polish and arrange silverware and glassware
- Courteously greet customers, take and deliver special food orders

Sales Associate

Walmart Corp., Raytown, MO

2012—2015

Knowledgeable and able to work the sales floor in numerous departments doing multiple tasks

- Assist customers in finding the department and merchandise they are seeking
- Skilled at using Tellizon device and printer to locate stock, scan pricing, and print receipts

Pharmacy Technician Training

Kansas City Job Corps, Kansas City, MO

2010—2011

Trained in the following skills and procedures:

- Skilled at filing, compiling, maintaining prescription records, and composing letters
- Unpack, sort, count and label all incoming pharmacy medications, and supplies
- Managed and verified inventory, assisted mock customers
- Earned perfect attendance awards and recognized as Student of the Month

Student Job Corps Employee

Kansas City Job Corps, Kansas City, MO

2010—2011

Switchboard office phone, greet students, clean office, and Student Government member

- Appointed Sergeant of Arms for Student Government Association
- Worked closely with faculty to review student behavior and planned student events
- Copied and delivered Daily Attendance Sheets to faculty in a timely manner

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 Deborah Lynn Runyon Date: 12-11-17
 Home Telephone (816) 709-3063 Other Telephone (816) 521-0124
 Present Address 2200S. Leslie Ave. Independence, MO.
 Permanent Address, if different from present address: N/A
 Email Address Deborah.runyon15@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Servers Salary desired: \$10.00 hr.
 Are you currently registered with any staffing and/or employment agencies? If so, please list
Liberty Staffing
 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: 9:00 a.m. To: 10:30 p.m.
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral ☒ Name of Referral Patricia Torres 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? 12-11-17

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	9:00	9:00	9:00	9:00	9:00	9:00	9:00
PM	10:30	10:30	10:30	10:30	10:30	10:30	10:30

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
Patricia Torres is my friend.
 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?
Kansas City Job Corps	Kansas City, MO	Pharmacy Tech Certification	yes
Raytown High School	Raytown, MO		
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" 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>See resume</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 Integrity Home Care & Hospice 3751 NE Ralph Powell Rd, Lees Summit
MO 64084
 Type of Business Caregiving Telephone No. (816) 254-3131 Supervisor's Name Carol Harris
 Your Position and Duties I drive my client to do errands.

Dates of Employment: From 05/30/17 To Present Weekly Pay: Starting \$8.30 Ending \$8.30

Reason for Leaving: N/A

Name and Address of Employer Liberty Staffing 1520 E 23rd St. S. Indep MO 64055
 Type of Business Temp Agency Telephone No. (816) 836-7384 Supervisor's Name Megan Robb
 Your Position and Duties I work as a Prep and Server I assist with dinners at the Overland Park Convention Center and the Royals & Chiefs Stadium See resume

Dates of Employment: From 05/07/16 To Present Weekly Pay: Starting \$8.50 Ending \$11.30

Reason for Leaving: N/A

Name and Address of Employer Walmart Corp. 10300 E Highway 350, Raytown, MO 64138
 Type of Business retail Telephone No. (816) 358-7790 Supervisor's Name Diamond

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Your Hospitality Staffing Professionals

Your Position and Duties I was a sales associate that worked the sales floor in numerous departments doing multiple tasks.

Dates of Employment: From 04/10/10 To 01/19/15 Weekly Pay: Starting \$8.25 Ending \$8.40

Reason for Leaving: change in management

Name and Address of Employer Kansas City Job Corps 2402 Swope Pkwy, Kansas City, MO 64130

Type of Business Technical School Telephone No. (816) 921-3366 Supervisor's Name Edna Copeland

Your Position and Duties Student Employee I am skilled at filing, compiling, maintaining prescription records, and composing letters. I know how to unpack, sort, count and label all incoming pharmacy medications.

Dates of Employment: From 08/05/10 To 08/05/11 Weekly Pay: Starting \$40.00 per month Ending \$40.00 per month

Reason for Leaving: graduated

Have you ever been fired from any previous place of employment? If so, please explain: There was a change in management at Walmart and I was let go from my position.

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: Megan Robb Telephone No. (120) 539-4090

Address 1520 E 23rd St, Suite L Independence, MO 64055

Occupation: supervisor Relationship: boss Number of Years Acquainted: 4 months

Name: Mariel Bergantine Telephone No. (816) 582-8207

Address 1520 E 23rd St, Suite L Independence, MO 64055

Occupation: supervisor Relationship: boss Number of Years Acquainted: 2 yr

Name: N/A Telephone No. ()

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

D.R. 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.R. 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.R. 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.R. 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.R. 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

Delorah Runyon

Date

12/11/17

Multiple Choice (1 point each)

- d. 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - d. 128
- c. 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- b. 3) What does the term braise mean?
- a. Sear quickly on both sides
 - b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- b. 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- a. 5) How do you blanch vegetables?
- a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- c. 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- b. 7) What is Al Dente?
- a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- a. 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

Prep Cooks Test

- a. 17) What is a Julien cut?
- a. Food cut into long thin strips, matchstick
 - b. Food cut into long thin strips then turned and cut into a 1/8" dice
 - c. Food diced into finely chopped and uniform pieces
 - d. Cutting and peeling into oblong seven sided football like shapes
- a. 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.
- a. Sweat
 - b. Boil
 - c. Roast
 - d. Grill

Fill-in the Blank (1 point each)

- 19) salt & pepper are the basic seasoning ingredients for all savory recipes.
- 20) chop: to cut into very small pieces when uniformity of size and shape is not important.

Name Deborah Runyon

Servers Test

Score 27 / 35

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
- c. 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
- a. 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
- a. 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

E. Scullery

B. Queen Mary

A. Chaffing Dish

D. French Passing

G. 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

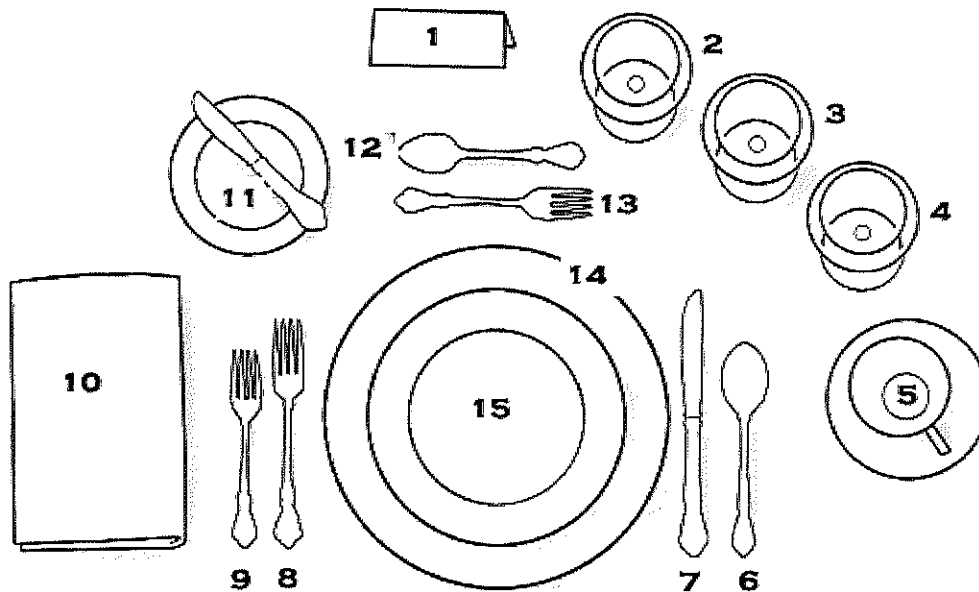
F. Used to open bottles of wine

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>3</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>2</u> Wine Glass (White) |
| <u>4</u> Water Glass | |


Fill in the Blank

- The utensils are placed 1 inch inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? roles
- Synchronized service is when: everyone is being served at the same time.
- What is generally indicated on the name placard other than the name? what rank position they have in company or organization.
- The Protein on a plate is typically served at what hour on the clock? 6:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
go to the kitchen and ask the chef for the specialty meal.


**Kansas City, MO
Health Department**

Food Handler
Deborah Runyon





Issue Date	Expiration Date
08/16/2016	08/16/2019


Public Health

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017346125831XJ

Report Prepared: 12/12/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Runyon

First Name: Deborah

Date of Birth: 10/29/1985

Social Security Number: *** ** 9685

Hire Date: 12/11/2017

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: 10/29/2019

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/12/2017

Case Submitted By: SGON7369

Closed On: 12/12/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED