

Interview Note Sheet

Applicant Information	
Name: <u>Kevin M. Wallace</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>12/13/17</u>	Rate of Pay: \$ <u>10-11</u>
Position (s) Applied for: <u>Server / Busser / Dishwasher</u>	Referred by:

Test Scores					
Server	<u>27</u> /35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Kevin M. Wallace is seeking work ~~with~~ with Acrobat Outsourcing. He is experience in server/bussing. He worked in many hotels, and restaurant. He is currently unemployed right now. Prefer local work.

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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Kevin M. Wallace
1212 East 117 Apt 3
Kansas City, Missouri 64131
816-941-2252
816-421-0821

OBJECTIVE

To gain employment with a company that values hard work and offers opportunities for advancement.

QUALIFICATIONS

- Experienced working with public
- Ability to communicate well
- Can work either independently or with a team
- Honest and hardworking
- Exceptional salesperson
- Ability to both give and follow verbal and written directions
- Very dependable, courteous, and prompt
- Extensive knowledge in hospitality industry
- Knowledge of fine dining practices
- Exceptional leadership abilities
- Excellent people skills

EDUCATION

1985 Attended J. F. Drake College Huntsville, Alabama
1979 State of Missouri Board of Education – GED Jefferson City, Missouri

Certificates

Workforce Development, Gateway Foundation, Maryville, Missouri 2010

Employment

Plaza III Steakhouse
4749 Pennsylvania Street
Kansas City, Missouri
Fine Dining Waiter
2003-2007

The Majestic Steakhouse
931 Broadway
Kansas City, Missouri
Fine Dining Server/ Manager
1996-2003

Remington's Steak and Seafood Grill
Adam's Mark Hotel
Kansas City, Missouri
Fine Dining Waiter
1994-1996

References available upon request

Kevin Wallace

3909 Benton Boulevard

Kansas City, Missouri 64130

816.786.6731 Mobile

Kevinwallace3909@gmail.com

OBJECTIVE

Secure a role as Line Cook to learn more about the culinary industry, to pursue a leadership position within the hospitality industry.

EXPERIENCE

02/2011 – Current Denny's Kansas City, MO
Server / Evening Trainer

- Use my knowledge of our menu to suggest great tasting food.
- Utilize excellent people skills to interact with customers and help coworkers serve meals in a timely fashion.
- Do additional tasks focused on cleaning the restaurant and kitchen.

02/2003 – 11/2007 Plaza III Steakhouse Kansas City, MO
Server

- Ensured all guests were greeted with enthusiasm, setting the tone for their dining experience.
- Answered questions about entrees, beverages, and made recommendations to suit the guests' preferences.
- Assisted kitchen staff with prep-work during down times, to aid in the preparation.
- Completed additional tasks focused on meeting KCMO Health Dept. standards regarding cleanliness and sanitation.

01/1996 – 01/2003 The Majestic Steakhouse Kansas City, MO
Restaurant Manager

- Responsible for opening/closing duties to prepare the restaurant for the customers' experience.
- Critique servers and provide recommendations about better ways to up-sell and promote our featured meals to guests.
- Focus on promoting the restaurant's other features, The Pendergast Club, to boost sales and enhance their dining experience.

EDUCATION

2012 Guadalupe Center Inc. Kansas City, MO
Line Cook Certification

1981 Pioneer College Kansas City, MO
G.E.D.

Kevin M. Wallace

3909 Benton Blvd.

Kansas City, MO.

Bus: 816-421-0821

Cell: 816-786-6731

Email: kevinwallace3909@gmail.com

Objective: Ably apply the values of hard work learned through previous employment and be a contributing asset to your company.

Experience: Intricate knowledge of fine dining practices.
Extensive knowledge of hospitality industry.
Excellent oral and written communication skills.

Employment:

02/03 ~ 04/07

Plaza Steakhouse

Fine Dining Waiter

Kansas City, MO.

03/96 ~ 01/03

Majestic Steakhouse

Fine Dining Manager

Kansas City, MO.

05/95 ~ 02/96

**Remington's Steak and
Seafood Grill**

Fine Dining Waiter

Kansas City, MO.

Education:

1979 State Board of Education – GED Jefferson City, Missouri

Certificates and Experience

Certificate of Completion Workforce Development, Gateway Foundation
Maryville, MO./2010

Tutor Certificate/Adult Learning Education

Facilitator of Employment skills/life skills Classes.

Facilitator Substance Abuse Clases

(References available upon request)

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 KEVIN MAURICE WALLACE Date: 12/13/17
Home Telephone (816) 786-6731 Other Telephone (816) 359-7683
Present Address 3909 Benton Blvd Kansas City Missouri 64130
Permanent Address, if different from present address: _____
Email Address KEVIN MAURICE 3909 AT G MAIL COM

EMPLOYMENT DESIRED

Position applying for: Server/Waiter Salary desired: Open
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? 12/15/17

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	ANY	ANY	ANY	ANY	ANY	ANY	ANY
PM	ANY	ANY	ANY	ANY	ANY	ANY	ANY

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
NO

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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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.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
DE LA SALLE HIGH	KANSAS CITY MO.		
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 MICROS	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: MICROS SYSTEMS OVER 30 YEARS OF EXPERIENCE			

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 PLAZA III STEAKHOUSE 4749 DENVER BLVD KANSAS CITY MO

Type of Business STEAKHOUSE Telephone No. (816) 763-0000 Supervisor's Name CAROLYN HASTINGS
Your Position and Duties UPSELL BOTH FOOD & BEVERAGES BANQUET SERVICE TRAINED EMPLOYEE'S
PAID WIFE WITH FOOD

Dates of Employment: From 6/13 To 11/17 Weekly Pay: Starting 3.85 HOURLY Ending 3.85 PER HOUR

Reason for Leaving: MUTUAL DECISION

Name and Address of Employer INTERCONTINENTAL HOTEL 401 WARD PARKWAY KCMO 64112

Type of Business Hotel Telephone No. (816) 756-1500 Supervisor's Name TED ABBOTT
Your Position and Duties Room Service SUPERVISOR / SERVER Direct Supervised 2 to 3
EMPLOYEES ORDERED SUPPLIES FROM STOREROOM DID DAILY REPORTS OF REVENUE

Dates of Employment: From 9/2012 To 6/2013 Weekly Pay: Starting 2.13 HOURLY Ending 2.40 HOURLY

Reason for Leaving: MONEY

Name and Address of Employer DENNY'S 1600 BROADWAY KCMO

Type of Business RESTAURANT Telephone No. (816) 421-1544 Supervisor's Name DION FOREMAN

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Your Position and Duties NIGHTTIME SERVER/TRAINER TRAINED ALL NEW NIGHTTIME EMPLOYEES RAO CASH REGISTER UPSOLD FOOD & BEVERAGES

Dates of Employment: From 12/2010 To 9/2012 Weekly Pay: Starting \$11.7 HOURLY Ending \$2.35 HOURLY

Reason for Leaving: I wanted more stability

Name and Address of Employer CANY'S CLUBHOUSE 79TH & STATE LING

Type of Business RESTAURANT Telephone No. () Supervisor's Name DAN CANY

Your Position and Duties Lead SERVER EXCEEDED GUESTS NEEDS TRAINED EMPLOYEES ON PROPER SERVING PROCEDURES

Dates of Employment: From 1/1/9 To 12/1/10 Weekly Pay: Starting 4.00 HOURLY Ending SAME

Reason for Leaving: COMPANY WENT OUT OF BUSINESS

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: Pastor Dorzal Randolph Telephone No. (816) 289 8492

Address 75TH & CHESTNUT KC MO

Occupation: Pastor Relationship: Friend Number of Years Acquainted: 6

Name: Ralph Johnson Telephone No. (816) 472 8900

Address 4609 PASEO KC MO

Occupation: C.P.A. Relationship: Customer Number of Years Acquainted: 4

Name: Ray Camp Telephone No. (816)

Address 701 West 12TH KC MO

Occupation: Former CHEF Relationship: Friend Number of Years Acquainted: 25 Years

Please Read Carefully, Initial Each Paragraph and Sign Below

Kmw

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.

Kmw

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.

Kmw

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.

Kmw

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.

Kmw

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

Kevin M. Wallace

Date

12/13/17

Name Kevin M. Wallace

Servers Test

Score / 35

Multiple Choice

a 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

d 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

d 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

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 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

VED Queen Mary

A Chaffing Dish

B 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

Not to be used as a valid form of ID



REGULATED INDUSTRIES
NHS DEPARTMENT
CITY OF KANSAS CITY, MO

ADULT LIQUOR

Permit Number

201510036786

Permit Expires

03/23/2018

HEIGHT	WEIGHT	HAIR
6' 0"	195	BR

EYES	SEX
BR	M

DOB
06/10/1957

DRIVER'S LICENSE # / STATE
T203009005

KEVIN M WALLACE

Kevin M Wallace

* Not to be used as a valid form of ID



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017348154338TE

Report Prepared: 12/14/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Wallace

First Name: Kevin

Date of Birth: 06/10/1957

Social Security Number: *** ** 7560

Hire Date: 12/14/2017

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: 12/14/2017

Case Submitted By: SGON7369

Closed On: 12/14/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED