

Interview Note Sheet

Applicant Information

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

Test Scores					
Server	27/35	%	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 Acrobat Outsourcing. He is experienced in serving, bussing. He worked in many hotels, and restaurants. 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:

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 Classes

(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 MAULICE 3909 AT GMAIL.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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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 AIS LA SALLE HIGH	CITY & STATE KANSAS CITY MO.	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
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."		Micros 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: 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 Bonnifield Kansas KC MO

Type of Business STEAKHOUSE Telephone No. (816) 783-6000 Supervisor's Name CAROLYN HASTINGS
Your Position and Duties UPSELL BOTH FOOD & BEVERAGES BANQUET SERVICE, Trained Employee's
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 KC MO 64112

Type of Business Hotel Telephone No. (816) 756-1600 Supervisor's Name TRUDI ABRAHAM
Your Position and Duties Room Service Supervisor / SERVER Direct Supervisor 2 to 3
EMPLOYEES ordered Supplies from Stock Room 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 Dennys 1600 Broadway KC MO

Type of Business Restaurant Telephone No. (816) 421-1644 Supervisor's Name DION FOREMAN

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Your Hospitality Staffing Professionals

Your Position and Duties NIGHTTIME SERVER / TRAINER Trained all new nighttime employees
EMPLOYEES BAR CASH Register UPSOLD FOOD & BEVERAGE

Dates of Employment: From 12/2012 To 9/2013 Weekly Pay: Starting 2.17 Hourly Ending 2.35 Hourly

Reason for Leaving: I wanted more stability

Name and Address of Employer CANVAS CLUBHOUSE 79TH & STATE LINE

Type of Business Restaurant Telephone No. () Supervisor's Name DAN CODY

Your Position and Duties HEAD SERVER Exceeded guests needs Trained Employees
ON PROPER SERVING PROCEDURES

Dates of Employment: From 11/9 To 12/10 Weekly Pay: Starting 4.00 Hourly ^{1st} 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 Daryl Randolph Telephone No. (816) 289 8492

Address 75TH & CHESNUT 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 Campbell 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

Kmwe 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.

Kmwe 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.

Kmwe 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.

Kmwe 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.

Kmwe 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

Servers Test

Multiple Choice

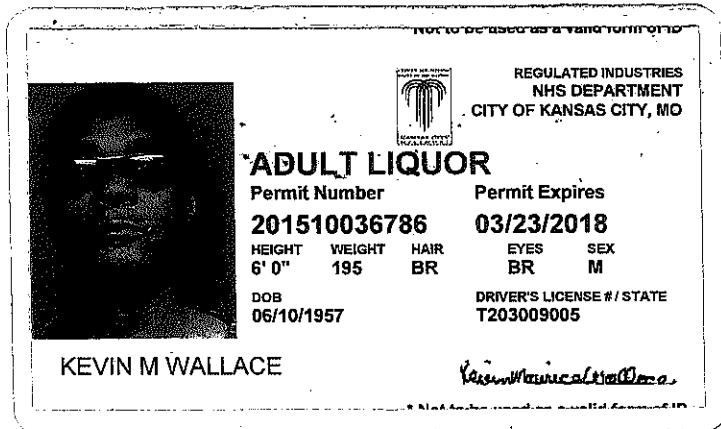
- 1) Food is served on what side with what hand?
 a) On the left side with the left hand
 b) On the left side with the right hand
 c) On the right side with the left hand
 d) On the right side with the right hand
- 2) Drinks are served on what side with what hand?
 a) On the left side with the left hand
 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 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

Match the Correct Vocabulary

E Scullery
Q 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







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