

Interview Note Sheet

Applicant Information

Name: Felina Romero

Date: 12/19/17

Position (s) Applied for:
Server

Interviewer: Steven Gonzalez

Rate of Pay: 10

Referred by:

Test Scores

Server	25/35	72%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Felina Romero is in college now, looking for a weekend job. She has server experience. She worked at a fast food chain. Felina worked at Arbys taking orders, cashier, serve, etc.

Total of 2 in Food Service/Hospitality

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:

Acrobat

outsourcing

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

First and Last Name: Felina Romero
Email: Felinaromero@gmail.com
Phone number: _____

Working Experience:

Company Name: Arbys
Dates of Employment: Jan 2017 - July 2017
Job Responsibility:

- cashier
- Take / serve orders
- collect payment from customers
- work in fast paced environment

Company Name: _____
Dates of Employment: _____
Job Responsibility:

-
-
-
-

Company Name: _____
Dates of Employment: _____
Job Responsibility:

-
-
-
-

Skills

-
-
-
-

Felina M. Romero

1311 North 25th Street | Kansas City, Kansas 66102 || Felinaromero@gmail.com

Profile

Young professional seeking part-time entry-level position in Acrobat hospitality.

Related Experience

Cashier
Arbys

January, 2017-July, 2017
Kansas City, Kansas

- Set up as requested by management.
- Greet and welcome guests in friendly manner.
- Respond courteously to the customer's requests.
- Take/serve orders.
- Collect payment from customer in a fast paced working environment.
- Participate in training and development activities.

Education

Gateway to College at Donnelly College – Diploma

May, 2018

Extracurricular Activities

Secretary of JAG-K Career Association August 2017- Current
Albuquerque High School Volleyball Team 2013-2016
Paloma Landing Retirement Living 2013
Osuna Nursery 2012
Reginal F Chavez Book Fair 2010
SI SE Puede Afterschool Program 2011

Skills

Customer Service, Flexible, Time Management, Budgeting, Critical Thinker, Friendly, Organized, Respectful, Trustworthy, Adaptability, Reliable, and Open Minded.

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 Felina M Romero Date: Oct 13, 2018
Home Telephone () _____ Other Telephone () _____
Present Address 1311 N 25th Street
Permanent Address, if different from present address: _____
Email Address Felina.romero@gmail.com

EMPLOYMENT DESIRED

Position applying for: Serving, Prep cook, host, line cook Salary desired: 9-11
Food runner, dishwasher, busser, utility
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? Oct 21, 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							3 PM
PM	3-8						3-10

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

Christmas, Thanksgiving, Valentines day, Jan 21
Sept 7

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?
Gate Way to College	Manassas City, Kansas	May, 2018	In May, 2018
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: <u>CUSTOMER SERVICE, FLEXIBILITY, CRITICAL THINKING</u> <u>TRUST WORTHY, ADAPTABILITY, RELIABLE, AND TIME</u> <u>MANAGEMENT.</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 ARBUS 7500 STATE AVE MANASSAS CITY, KANSAS

Type of Business _____ Telephone No. (913) 293-4341 Supervisor's Name Mary

Your Position and Duties Cashier

Dates of Employment: From Feb 16 To July 27 Weekly Pay: Starting 7.75 Ending 7.75

Reason for Leaving: _____

Name and Address of Employer _____

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

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

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

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ 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: Merce lla Telephone No. 913) 636-2005

Address _____

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

Name: Yolanda Telephone No. (816) 372-1200

Address _____

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

Name: Jason Telephone No. 913) 302-9953

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

X 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.

X 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.

X 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.

X 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.

X
J.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

Yelima Romero

Date

OCT 18, 2018

Name Felina Romero

Servers Test

Score 25 / 35

Multiple Choice

72%

- C 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
- A 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

- | | |
|--------------------------|---|
| <u>D</u> Scullery | 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. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>F</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>G</u> Corkscrew | 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 |



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017353133027NX

Report Prepared: 12/19/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Romero

First Name: Felina

Date of Birth: 09/07/1999

Social Security Number: *** ** 9105

Hire Date: 12/19/2017

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: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 09/07/2020

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/19/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED