

Interview Note Sheet

Applicant Information

Name: <u>Celia Marshall</u>	Interviewer: <u>Steve</u>
Date: <u>12/21/17</u>	Rate of Pay: \$
Position (s) Applied for: <u>Server, busser</u>	Referred by:

Test Scores

TEST SCORES					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	13/15	87%
Dishwasher	/10	%	Housekeeping	/14	%

Relevant Experience & Summary of Strengths

Total of 2 yrs in Food Service/Hospitality

Celia Marshall is working for Alt-team Service part-time. She is looking for a second job. Prefer to local in MO only. Celia is looking to work as a server and busser.

- Transportation
- Cashier experience
- busser experience

P.O.S. Experience: N details: 2 yrs

Transportation

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

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: Celia Marshall

Email: _____

Phone number: (816)217-7407

Working Experience:

Company Name: Island Spice Caribbean
Dates of Employment: JULY - AUG. 2015

Job Responsibility:

- Cashier
- Bussing table
-
-

Company Name: Really Good Stuff
Dates of Employment: JUNE - AUG. 2017

Job Responsibility:

- Picking
- Packing
-

Company Name: Myers Nursing Home
Dates of Employment: JULY 2015-JULY 2016

Job Responsibility:

- Caring for clients
- Feeding/washing clients
-

Skills

- multi task
-
-
-

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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 Celia MARSHALL Date: 12-21-2017
Home Telephone (861) 217-7407 Other Telephone (810) 1678-4803
Present Address 3923 FOREST AVE.
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: Open Salary desired: Open
Are you currently registered with any staffing and/or employment agencies? If so, please list
FOCUS/ ALL TEAM
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 WALK-IN 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? 12.5.18.p.

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>Available</u>						
PM	<u>Available</u>						

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 _____

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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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?
21st Century Mape Woods	Waukesha, WI	H.S.D.	YES
	Waukesha, WI	C.H.A.	YES
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:			

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 All Team Staff

Type of Business Temp Telephone No. (414) 756-3833 Supervisor's Name Juan Nijera
Your Position and Duties Cashier

Dates of Employment: From 12-21 To Still employ Weekly Pay: Starting \$9.50 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

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OUTSOURCING
Your Hospitality Staffing Professionals

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: Richenda Oskay Telephone No. (816) 488-7240

Address: 1600 Hayes

Occupation: Jan in Warehouse Relationship: Friend Number of Years Acquainted: 2

Name: Mr. Nick Telephone No. (816) 308-7554

Address: UNKNOWN

Occupation: _____ Relationship: Friend Number of Years Acquainted: 2 yrs

Name: Lamar Telephone No. (816) 308-7787

Address: UNKNOWN

Occupation: Clean building Relationship: Friend Number of Years Acquainted: 3 months

Please Read Carefully, Initial Each Paragraph and Sign Below

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.

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.

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.

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.

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



Date



Cashier Test

Score 13 / 15

B 1) A roll of quarters is worth?
 a) \$5.00
 b) \$10.00
 c) \$15.00
 d) \$20.00

A 2) A roll of dimes is worth?
 a) \$5.00
 b) \$4.00
 c) \$3.00
 d) \$2.00

D 3) A roll of nickels is worth?
 a) \$8.00
 b) \$6.00
 c) \$4.00
 d) \$2.00

C 4) A roll of pennies is worth?
 a) \$1.00
 b) \$0.75
 c) \$0.50
 d) \$0.25

5) What does POS stand for?
 a) Patience over standards
 b) Percentage of sales
c) Point of sales
 d) People over service

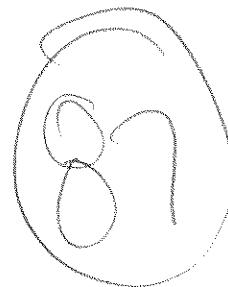
 6) What is the current sales tax rate in your city 0.5%?

C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
 a) \$4.06
 b) \$2.06
 c) \$7.06
 d) \$5.06

B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
 a) \$19.50
 b) \$14.50
 c) \$9.50
 d) \$4.50

D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
 a) \$6.00
 b) \$8.00
 c) \$10.00
 d) \$12.00

A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
 a) \$78.50
 b) \$58.50
 c) \$38.50
 d) \$28.50



$$14.50 + 35.50 = 50.00$$

40.00

7.50

2.50

5 + 6.50

91.50

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21 years old

14) What are the acceptable forms of ID for alcohol purchases? license ID / form of ID

15) How many \$20 bills are in a bank band? _____



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017355141559UE

Report Prepared: 12/21/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Marshall

First Name: Celia

Date of Birth: 01/20/1985

Social Security Number: *** * 9143

Hire Date: 12/21/2017

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: 12/21/2017

Case Submitted By: SSHA2488

Closed On: 12/21/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED