

## Interview Note Sheet

### Applicant Information

Name: <u>Nadra Barnes</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>1/21/18</u>	Rate of Pay:
Position (s) Applied for: <u>Housekeeping / Server</u>	Referred by:

### Job Desires

Server	22/35	63%	Bartender	11/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	11/16	78%

Full-Time
Part-Time

### Relevant Experience & Summary of Strengths

Nadra is working for LSI agency. Her availability is open. **Total of \_\_\_\_\_ in Food Service/Hospitality Staffing.** She wants to work for a different

- work experience
- Research Medical Center
- Rehab Center
- Motel 6

### P.O.S. Experience: Y / N details:

### Transportation



Public Transit

Carpool ( Rider / Driver )

### Regions Available to Work

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

### Certifications (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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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Nadra Barnes  
Email: Nadra.b44@gmail.com  
Phone number: 816-259-8920

## Working Experience:

Company Name: Research Medical Center

Dates of Employment: Oct 2017

Job Responsibility:

- Dishwashing, pots/pans
- Clean area
- Stock shelves
- Retrieve items

Company Name: NMPRC Rehab Center

Dates of Employment: 2013 - 2017

Job Responsibility:

- House Keeping
- Cashier
- stocking
- some catering assistance

Company Name: Motel 10

Dates of Employment: 2012 - 2013

Job Responsibility:

- Housekeeping, change sheets/bedding, clean bathrooms
- vacuum, dry mopping, wet mopping
- Place towels, dust, clean windows
- wash linens, towels,

## Skills

- House Keeping - vacuum, dusting, mopping, sweeping
- laundry - load towels bedding in washer, place in dry - fold, locate storage for laundry
- Food Service - set tables - chairs, utensils, table cloths  
serve food remove dirty dishes, clean dishes put away clean table clothes, dishes

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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 Nadra Barnes Date: 1-2-18  
 Home Telephone (816) 825-8920 Other Telephone (\_\_\_\_)  
 Present Address 7100 Holmes Rd  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Nadra.Barnes@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Housekeeping / Food Service Salary desired: 10-12

Are you currently registered with any staffing and/or employment agencies? If so, please list

LSI, Take Liberty,

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? \_\_\_\_\_

*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		6-2	6-2	6-2	6-2	6-2	
PM	4-10						4-10

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.)

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## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Saints East High	Kansas City, MO	6th	Yes
MWSU	St. Joseph, MO	High School	No
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: See additional paper work			

## 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 \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From 10-29 To 12-17 Weekly Pay: Starting 9.25 Ending 9.25

Reason for Leaving: lack of work

Name and Address of Employer LSI Staffing

Type of Business Staffing Telephone No. (816) 489-7850 Supervisor's Name Heather

Your Position and Duties Warehouse - Food Service - Clean - Stock  
Packing - Food Service dish washer - line worker.

Dates of Employment: From 11-13 To 12-8-17 Weekly Pay: Starting 10.50 Ending 11.00

Reason for Leaving: Move out to K.C. MO

Name and Address of Employer Ac NMPDC - 2505 Frederick Ave

Type of Business Lobby Telephone No. (816) 387-2300 Supervisor's Name Ice Jackson

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Your Position and Duties Some house keeping, cashier, stock off  
Cleaners, some eating place.

Dates of Employment: From 20-12 To 11-13 Weekly Pay: Starting 9.50 Ending 9.50

Reason for Leaving: better job.

Name and Address of Employer Motel 6 - Joyce Paape

Type of Business Motel Telephone No. (816) 232-2341 Supervisor's Name Willie Hayton

Your Position and Duties House keeper, clean rooms, laundry,  
assistance.

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: 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: Mr. Alvin Brooks Telephone No. (816) 719-0670

Address \_\_\_\_\_

Occupation: Retired Relationship: Family friend Number of Years Acquainted: 2

Name: Pastor Eric Williams Telephone No. (816) 921-6233

Address 2940 Holmes St. Kansas City MO

Occupation: Pastor Relationship: Friend Number of Years Acquainted: \_\_\_\_\_

Name: Ollie Smith Telephone No. (816) 921-8187

Address 5240 Prospect

Occupation: Dental Assistant Relationship: Family friend Number of Years Acquainted: 30

**Please Read Carefully, Initial Each Paragraph and Sign Below**

NB

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.

NB

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.

NB

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.

NB

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.

NB

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

Nola Banya

Date

1-2-18

**Servers Test**

**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

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

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

C

        - 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 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**

A Scullery

E Queen Mary

A Chaffing Dish

G French Passing

B Russian Service

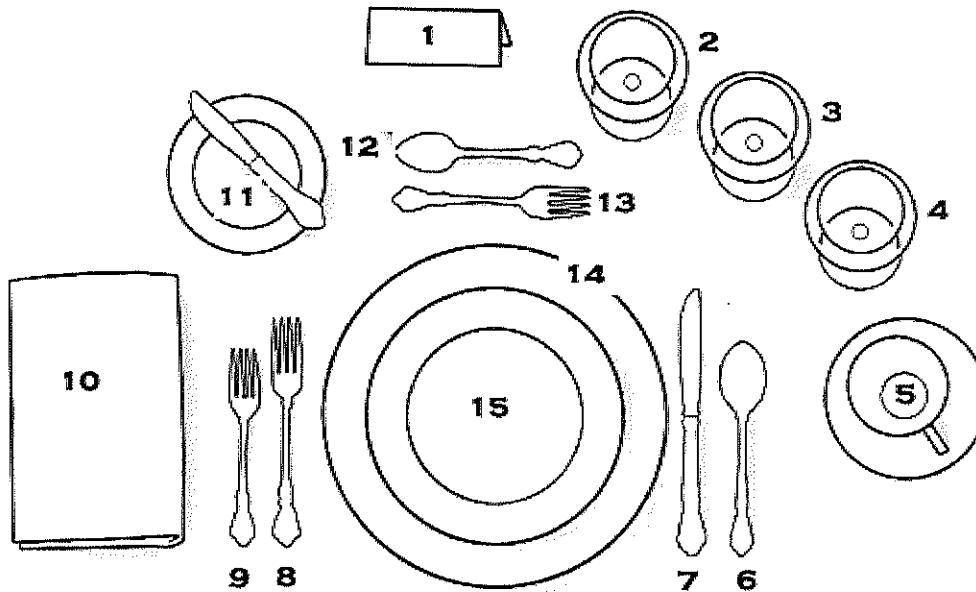
F Corkscrew

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 Nadra Barnes  
Score / 35

**Servers Test**



**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>11</u>	Wine Glass (White)
—	Water Glass	—	—

**Fill in the Blank**

1. The utensils are placed 6 inches from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar creamer.
3. Synchronized service is when: all the same time.
4. What is generally indicated on the name placard other than the name? Seated at table.
5. The Protein on a plate is typically served at what hour on the clock? 6:00.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Notify head of the house chef.

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
 

a) Floors	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
  - a) Leave it for someone else to clean- up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it up immediately
  - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?  
*Report it immediately.*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Turn Items in to supervisor.*
11. Describe the difference between a disinfectant and a cleaning solution?  
*Disinfectant kills most bacteria, Cleaning solution is mostly a all purpose cleaner.*



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number:** 2018005153541PG

Report Prepared: 01/05/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Barnes

First Name: Nadra

Date of Birth: 05/04/1970

Social Security Number: \*\*\* \*\* 0421

Hire Date: 01/05/2018

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: 01/05/2018

Case Submitted By: SSHA2488

Closed On: 01/05/2018

Closed By: SSHA2488

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

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