

# Interview Note Sheet

## Applicant Information

Name: <u>Amberly Wagner</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>1/16/17</u>	Rate of Pay: \$ <u>9</u>
Position (s) Applied for: <u>Server, busser, host</u>	Referred by:

## Test Scores

Position	Score	Percent	Position	Score	Percent
Server	20/35	60%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Job Type:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of 0 in Food Service/Hospitality

Amberly is has a part-time job as a bus driver. She is looking for more work and wants to train as a server. She will be attending our Acrobat Academy. We will help her to be successful.

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

First and Last Name: Amberly Wagner  
Email: msamberly101@gmail.com  
Phone number: 816.538.2824

### Working Experience:

Company Name: Kansas University Medical Center  
Dates of Employment: 3-17 / 11-17  
Job Responsibility:

- o
- o
- o
- o

Company Name: TNC Community  
Dates of Employment: 5/15 - 3/17  
Job Responsibility:

- o
- o
- o
- o

Company Name: Apple Bus Company  
Dates of Employment: \_\_\_\_\_  
Job Responsibility:

- o
- o
- o
- o

### Skills

- o
- o
- o
- o



## 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 Amberly J. Wagner Date: 11/18/17  
Home Telephone (816) 328 2024 Other Telephone ( )  
Present Address 12036 Franklin  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address msamburly10@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$10  
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? \_\_\_\_\_

*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>ANY</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
PM	<u>ANY</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</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.)

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Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Center High School	KCMO	12	YES
UMKC	KCMO	2	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:			

## 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 Kansas University Medical Center KCKS

Type of Business Transporter Telephone No. (    ) Supervisor's Name Ed

Your Position and Duties Transport patients to and from hospital rooms

Dates of Employment: From 3/17 To 11/17

Reason for Leaving: Health issues

Name and Address of Employer TNP Community Independence, MO

Type of Business Home Health Care Telephone No. (    ) Supervisor's Name AMY

Your Position and Duties Provide assistance w/ individuals who have disabilities

Dates of Employment: From 5/15 To 3/17

Reason for Leaving: Needed insurance

Name and Address of Employer Apple Bus Company Grandview, MO

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Your Hospitality Staffing Professionals

Type of Business School Bus Driver Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Ron  
Your Position and Duties Transport students to and from school

Dates of Employment: From 11/09 To 05/15

Reason for Leaving: New Employment

Name and Address of Employer \_\_\_\_\_

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

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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: Christophers Thomas Telephone No. (816) 433-8590

Address 5319 Bellfontaine

Occupation: Warehouse Relationship: Friend Number of Years Acquainted: 3

Name: Marcia Love Telephone No. (816) 767-9455

Address \_\_\_\_\_

Occupation: Teacher Relationship: Friend Number of Years Acquainted: 25

Name: Amber Randis Telephone No. (816) 915-0815

Address \_\_\_\_\_

Occupation: Call Center Relationship: Friend Number of Years Acquainted: 20



**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.

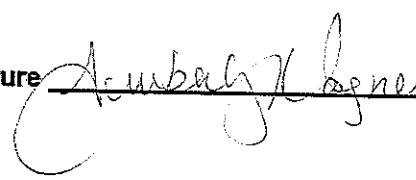
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice 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

 Amberly K. Linger

Date

1/18/18

Name Amberly Wagner

Score / 35

**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
- c 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
- 10 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
- b 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
- 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

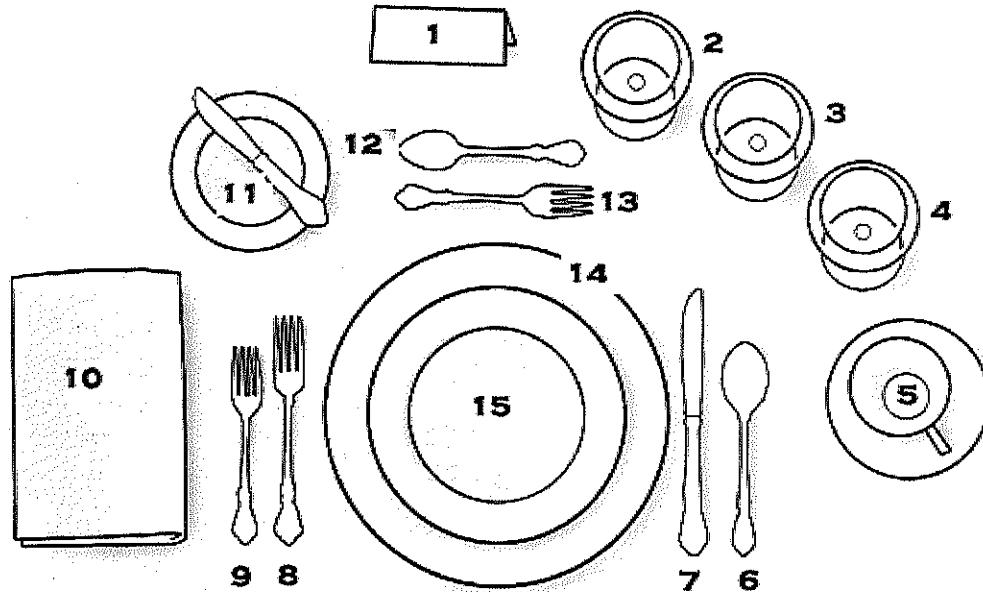
**Match the Correct Vocabulary**

- d Scullery
- b Queen Mary
- a Chaffing Dish
- e/g 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

Name \_\_\_\_\_  
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>9</u>	Dessert Fork	<u>13</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>2</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? CREAM, SUGAR
3. Synchronized service is when: EVERYONE IS SERVED AT THE SAME TIME
4. What is generally indicated on the name placard other than the name? A NUMBER
5. The Protein on a plate is typically served at what hour on the clock? 7
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
ALERT THE COOK

# ACROBAT ACADEMY

THIS CERTIFIES THAT

Amberly Wagner

Has successfully completed Acrobat Academy and is now equipped with the knowledge and skills to be a successful server in the food service and hospitality industry

## CERTIFICATE OF COMPLETION

Given this 19<sup>th</sup> day of January, 2018

  
Amberly Wagner

Claire Baudja, Recruitment Specialist

SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018018173920CP**

Report Prepared: 01/18/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Wagner

First Name: Amberly

Date of Birth: 07/23/1982

Social Security Number: \*\*\* \* 4755

Hire Date: 01/18/2018

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: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 07/23/2018

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 01/18/2018

Case Submitted By: DZAM1545

Closed On: 01/18/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED