Interview Note Sheet

Applicant Information

Name: Devin Coleman

Date: 1/22/18

Position (s) Applied for: Server / Dishwasher

Interviewer: Steven Gonzalez

Rate of Pay:

Referred by:

Test Scores

Server					
Prep Cook	/35	100 %	Bartender	/35	%
Grill Cook	/20	%	Barista	/15	%
Dishwasher	/40	%	Cashier	/15	%
	7 /10	70 %	Housekeeping	/16	%

Seeking
Full-Time

(Part-Time)

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Devin Coleman is working for another temp-service. He wants to work Acrobat Outsourcing.

- experience
- Dishwasher
- Server
- Warehouse 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:

First and Last Name: Devin Coleman
Email: livek5008@gmail.com
Phone number: 846-686-8728

Working Experience:

Company Name: Maris & Associates
Dates of Employment: Nov. 2016 — Dec 2017
Job Responsibility:
- Clean Schools
- Hallways
- Bathroom

Company Name: Affair Resturant
Dates of Employment: Oct 2014 — Jan — 2015
Job Responsibility:
-
-
-
-

Company Name: Hallmark
Dates of Employment: Feb 2016 Sept 2016
Job Responsibility:
- Pack Boxes
- Load Into trucks
-
-

Skills

- Dishwashing
- Server
- Warehouse
- Janitorial

Devin Coleman

Kansas City, MO

devincoleman76_px7@indeedemail.com - 8166868728

Authorized to work in the US for any employer

WORK EXPERIENCE

Janitorial Worker

MARCIS & ASSOCIATES - Kansas City, MO -

2016-11 - 2017-12

Clean Schools, Offices, Buildings change trash watch the saftey pf the students

warhouse worker

Hallmark - Kansas City, MO -

2016-02 - 2016-09

Load Items in truck, ship packages, shift to hotel to help with rooms

Dishwasher

Affair Resturant - Kansas City, MO -

2014-10 - 2015-01

Clean work area, help chef

Warehouse Worker

Staples - Kansas City, MO -

2013-03 - 2014-01

Scan items listed, pack items correctly, Ship on to trucks

EDUCATION

High school or equivalent in Science

Southwest ECC - Kansas City, MO

2010-06 - 2013-05

SKILLS

Customer Service, Retail Sales, Cleaning

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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 **Devin Coleman**   Date: **01-22-2018**

Home Telephone **(816) 686-8728**   Other Telephone (___) _____

Present Address **8241 President Ct**

Permanent Address, if different from present address: _____

Email Address **livek5008@gmail.com**

EMPLOYMENT DESIRED

Position applying for: **Server, Dishwasher**   Salary desired: **$9.00**

Are you currently registered with any staffing and/or employment agencies? If so, please list
no

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? **01-23-2018**

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	6:00am	6:00am	6:00am	6:00am	6:00 am	6:00am	6:00 am
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:							

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.) _____

_____

_____

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?
Southwest ECC	Kansas City	2013	Yes

	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."	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 Marcis & Associates 1215 Truman Rd

Type of Business Janitoral   Telephone No. (816) 645-0697 Supervisor's Name Anisha

Your Position and Duties My Job was to keep school as clean as possible Mon-Friday

Dates of Employment: From Nov-16 To Dec-16

Reason for Leaving: Contract Ended

Name and Address of Employer Hallmark

Type of Business Warehouse   Telephone No. (816) 921-4749 Supervisor's Name Anna

Your Position and Duties Load Items on trucks and Unload them

Dates of Employment: From Feb-16 To Sept-16

Reason for Leaving: Pay

Name and Address of Employer 2450 Grand Blvd

2

Type of Business Dishwashing Telephone No. (816) 298-6182 Supervisor's Name Kevin

Your Position and Duties help the chef maintain a clean enviroment clean work space

Dates of Employment: From Oct 14 To Jan. 15

Reason for Leaving: Found other opportunity

Name and Address of Employer Affair Resturant 1911 Main St.

Type of Business ~~Dishwork~~ 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: Anisha Love   Telephone No. (816) 645-0897

Address: 4018 Jackson

Occupation: _____ Relationship: Mentor   Number of Years Acquainted: 5

Name: Gary Coleman   Telephone No. (816) 647-5328

Address: 8204 Troost Ave

Occupation: _____ Relationship: Teacher Number of Years Acquainted: 5

Name: Terrae Porter   Telephone No. (816) 200-8493

Address: 4027 Olive st

Occupation: _____ Relationship: Mentor Number of Years Acquainted: 10

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Please Read Carefully, Initial Each Paragraph and Sign Below

DC 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.

DC 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.

DC 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.

DC 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.

DC 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** 01-22-2018

Dishwasher Test   Score 7 / 10

1.7

b) 1) After washing your hands, which item should be used to dry them?
   a) Clean apron
   b) Sanitized wiping cloth
   c) Single use paper towel
   d) Common used cloth

c) 2) While washing dishes by hand, which item should you wear?
   a) Cutting glove
   b) Oven Mitt
   c) Rubber glove
   d) Nothing

d) 3) When should you wash your hands?
   a) Before you start work
   b) After handling non-food items (garbage, money, cleaning chemicals)
   c) After using the restroom
   d) All of the above

a) 4) If you need to move a heavy load, you should PULL and not PUSH the object.
   a) True
   b) False

e) 5) Which of the following could you be at risk for getting burned from?
   a) Steam from boiling pots
   b) Hot liquids (coffee, soup, tea)
   c) Hot equipment (ovens, pots, chaffing dishes)
   d) Harsh chemicals
   e) All of the above

a) 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
   a) True
   b) False

c) 7) What should you 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 immediately
   d) Not sure

c) 8) When handling hot items you should?
   a) Wear rubber gloves
   b) No need to wear anything
   c) Use an oven mitt or dry cloth towel
   d) Nothing

d) 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
   a) Rinsing
   b) Scraping
   c) Washing
   d) Sanitizing

c) 10) What is the proper method for cleaning and sanitizing stationary equipment?
   a) Spray with a strong cleaning solution and wipe with a sanitized cloth
   b) Spray with a sanitizing solution, then rinse with clean water and dry
   c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
   d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

E-Verify

Case Verification Number: 2018023164808CK

Report Prepared: 01/24/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Coleman

First Name: Devin

Date of Birth: 11/25/1994

Social Security Number: *** ** 7621

Hire Date: 01/23/2018

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: 01/23/2018

Case Submitted By: DZAM1545

Closed On: 01/23/2018

Closed By: DZAM1545

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