

## Interview Note Sheet

### Applicant Information

Name: <u>Kellie D. Francis</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>01/25/18</u>	Rate of Pay: <u>\$9.25 - \$16.00</u>
Position(s) Applied for: <u>Server</u>	Referred by: <u>Walk in</u>

### Test Scores

Server	<u>78</u> / 35	<u>77</u> %	Bartender	<u>35</u> / 35	%
Prep Cook	<u>20</u> / 20	<u>100</u> %	Barista	<u>15</u> / 15	%
Grill Cook	<u>40</u> / 40	<u>100</u> %	Cashier	<u>15</u> / 15	%
Dishwasher	<u>10</u> / 10	<u>100</u> %	Housekeeping	<u>16</u> / 16	%

Seeking:
Full-Time
Part-Time

### Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

Currently works for all teams staffing.

Has Hospitality experience.

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:

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:

**Kellye Francis**

(816)585-2302

Email: [Kellyedionne@yahoo.com](mailto:Kellyedionne@yahoo.com)

**Objective:** To find a position that will utilize my skills and experience that will benefit your company.

**American Income life insurance company**      **Kansas City, MO**

## Recruiting

- Recruiting staff
- Bringing in new clients

## **Experience: May 15- Aug 15      The Walking Company      Kansas City, MO**

## **Sales Associate**

- Retail sales
- Customer service

**Experience:** Dec 14 – Feb 15      **Target Supercenter**      Kansas City, MO

## Sales Associate

- Retail Sales, light cleaning, etc

**Experience :** May 13 - Dec 13      **Macy's**      Santa Ana, CA

### Inglot Cosmetics Associate

- Cosmetic sales ,Customer Service and Make-up Artist

Sept 10 – May 12      **University News**      Kansas City, MO

## Columnist

- Writing and covering stories for the newspaper
- Met weekly deadlines 100%
- Made outbound call to obtain details and related to article

July 08- Dec 09 NY Sports Club Newport, NJ

## Front Desk Associate

- Assisting Clients
- Answering multi lines phones and transferring calls
- Clientele , Bookkeeping, entering clients into the database

- Customer Service, taking payment, balancing the drawer
- Detailed and accurate data entry
- Experience in word and powerpoint

April 06 – May 08

24 Hr Fitness

Kansas City, MO

**Membership Counselor**

- Membership , Personal Training and Supplement Sales
- Clerical/ Data Entry

**All other times of unemployment in school full- time**

Education: New Jersey City University

Jersey City, NJ

University of Missouri- Kansas City

Kansas City, MO

Internships : The Urban Times Newspaper

Jersey City, NJ

The Evening Journal Newspaper

Jersey City, NJ

**References available upon request**



## 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 Kellye Dionne Francis Date: 01/24/18  
Home Telephone (816) 585-2322 Other Telephone ( )  
Present Address 1006 Grand St S05  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Kellye.Dionne@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Server / Backstage / Customer Service Salary desired: open  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
Yes/ all temp staffing  
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: Jan 18 To: Dec 18  
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? ASAP

*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 <u>AVAILABLE DAILY</u>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>7:00 AM</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
PM	<u>4:00 PM</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
No

### 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

# Acrobat

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.)

*MS.*

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?
Raytown South HS.	Raytown, MO	YES HS Dip.	YES
UMKC	ICEMO	NO Journalism	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: <i>10 + years of customer service</i>			

## 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 Staffing

Type of Business Temp Staff Telephone No. (816) 513-2222 Supervisor's Name Jean

Your Position and Duties Search/Resumes; customer service

Dates of Employment: From May 17 To Present

Reason for Leaving: not enough work

Name and Address of Employer American Income Life Insurance Company

Type of Business INSURANCE Telephone No. (816) 455-1111 Supervisor's Name Jared

Your Position and Duties Insurance Sales, Recovery

Dates of Employment: From May 15 To Aug 15

Reason for Leaving: hours

Name and Address of Employer The Clattery Company

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Your Hospitality Staffing Professionals

Type of Business Hotel

Telephone No. ( ) MS Supervisor's Name Pam Ashby

Your Position and Duties Sales / Customer Service

Dates of Employment: From Dec 14 To Feb 15

Reason for Leaving: Seasonal

Name and Address of Employer Travel Super Center

Type of Business Shop Telephone No. ( ) NA Supervisor's Name Janet

Your Position and Duties Retail Sales / Light Cleaning

Dates of Employment: From Mar To

Reason for Leaving: MS

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 X  
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: Debby Whipple Telephone No. (816) 960-0580

Address White Horse Biblical Mkt

Occupation: Sales/Stock Relationship: Mgr Number of Years Acquainted: 2

Name: Debby Telephone No. (816) 960-2314

Address The Plaza

Occupation: Mgr Relationship: Mgr Number of Years Acquainted: 1

Name: Janet Telephone No. (816) 912-0102

Address Travel Super Center

Occupation: Mgr Relationship: Mgr/HP Number of Years Acquainted: 1



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

CR

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.

UF

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.

ICF

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.

ICF

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.

ICR

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

1/24/18

Name Kellye Francis

Score 27/35

**Servers Test**

**Multiple Choice**

d 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

d 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

A 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

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 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**

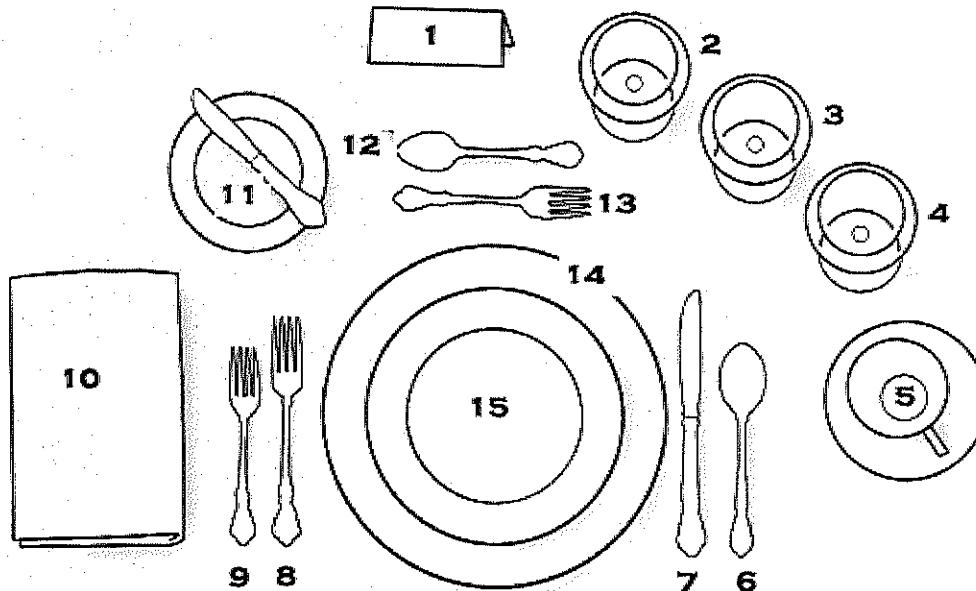
D Scullery  
E Queen Mary  
A Chaffing Dish  
G French Passing  
B Russian Service  
F Corkscrew  
C Tray Jack

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 16148 Reney

Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

10  
11

Napkin  
Bread Plate and Knife

1

Name Place Card

12

Teaspoon

13

Dessert Fork

14

Soup Spoon

15

Salad Plate

2

Water Glass

8  
5

Dinner Fork  
Tea or Coffee Cup and Saucer

7  
3

Dinner Knife  
Wine Glass (Red)

9  
14

Salad Fork  
Service Plate

17

Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed 2-4 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cream, sugar/sugar substitute,
3. Synchronized service is when: order in time / order.
4. What is generally indicated on the name placard other than the name? the type of meal.
5. The Protein on a plate is typically served at what hour on the clock? 10 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? smile / go to the guest / So do the cook / when the guest plates are placed / and set a gluten FREE or vegetarian dinner.



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018025150752QN**

Report Prepared: 01/25/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Francis

First Name: Kellye

Date of Birth: 05/23/1981

Social Security Number: \*\*\* \* 1174

Hire Date: 01/25/2018

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: 01/25/2018

Case Submitted By: DZAM1545

Closed On: 01/25/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED