

Interview Note Sheet

Applicant Information

Name: <u>Emiko Wilczak</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>02/28/18</u>	Rate of Pay: <u>\$9.25</u>
Position(s) Applied for: <u>Housekeeper, Server</u>	Referred by: <u>Goodwill</u>

Test Scores

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

Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Has over 10 years of fast food restaurant exp.
worked as a Cashier and Prep.

Will like to work as a housekeeper and Server. Never
done it before but will loved to learned.

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

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

Open

details:

Interviewer's Signature

Emiko Wilczak 816-433-4826 • emikowilczak6464@gmail.com

SUMMARY

Dependable and reliable team player with experience multi-tasking in a fast paced environment. Enjoy working with others. Possess a customer first attitude and learn new tasks quickly. Comfortable with a wide range of tasks including preparing and serving food, stocking, inventory control, and general administrative duties.

- Friendly
- POS software
- Microsoft Office
- Communication
- Collaboration
- Organized

SKILLS

Administrative — Interact with employers, staff, and clients, either in person or on the phone.

Active Listening — Give full attention to what others are saying, taking time to understand their needs and resolve their issues.

Attention to Detail — Careful about detail and thorough in completing work tasks.

Dependability — Reliable and responsible, and fulfill job obligations.

Cooperation — Pleasant with others on the job display a good-natured, cooperative attitude.

Adaptability/Flexibility — Open to change and variety in the workplace.

Empathy — Sensitive to others' needs and feelings and being understanding and helpful on the job.

RELATED EXPERIENCE

Human Resources Intern, Goodwill—Kansas City, MO

Cashier, 7-Eleven—Kansas City, MO

Deli Cook, Cosentino's Price Chopper—Kansas City, MO

Team Member, Taco Bell—Kansas City, MO

Team Member, Burger King—Kansas City, MO

Cashier/Cook, Pizza Hut—Kansas City, MO

Cashier/Cook, Torre's Pizzeria—Kansas City, MO

EDUCATION/CERTIFICATIONS

Job Corps — Kansas City, MO

High School Diploma

WORKSHOPS & TRAINING

Quest Academy-Goodwill

Developed many skills necessary to become a quality employee including interpersonal skills, effective communication, teamwork, and job readiness.



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 Emiko Wilczak Date: 2-28-18
Home Telephone () Other Telephone (816) 433-4826
Present Address 713 Gillespie St.
Permanent Address, if different from present address: _____
Email Address emikowilczak6464@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeper Salary desired: 10.00 hour
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 Goodwill 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	<input checked="" type="checkbox"/>	<u>9am</u>	<u>9am</u>	<u>9am</u>	<u>9am</u>	<u>9am</u>	<u>9am</u>
PM	<input checked="" type="checkbox"/>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<input checked="" type="checkbox"/>

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

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.) _____

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?
Job Corps	Kansas City, MO	12th	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 Craze Plaza Hotel

Type of Business IHG Telephone No. (816) 474-1664 Supervisor's Name Tiffany

Your Position and Duties front Desk

Answer phone, take care of guest, receive & send out mail transfer

Dates of Employment: From 2017 To 2018

Call take messages.

Reason for Leaving Availability Issues

Name and Address of Employer Human Resource Intern Goodwill

Type of Business _____ Telephone No. (816) 217-0290 Supervisor's Name Ms. Stacy

Your Position and Duties Answer phone, receive & delivery messages, help guest get to who they need as well as check them in

Dates of Employment: From 2017 To 2017

Reason for Leaving: _____

Acrobat

outsourcing

Your Hospitality Staffing Professionals

Type of Business Gas Station Telephone No. (913) 1638 2366 Supervisor's Name Mr. Joe

Your Position and Duties Serve guests

Cash people out and give great customer service

Dates of Employment: From 2016 To 2017

Reason for Leaving: Better Job Offer

Name and Address of Employer Taco Bell

Type of Business Fast Food Telephone No. () Supervisor's Name Ms. Tamika

Your Position and Duties Cashier - make orders, take orders

Keep area clean manage money stock area

Dates of Employment: From 2014 To 2016

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 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: Samanth Fredrick Telephone No. (816) 801-9618

Address _____

Occupation: Server / Waiter Relationship: Friend Number of Years Acquainted: 1

Name: Stacy Young Telephone No. (816) 217-0290

Address _____

Occupation: Internship Relationship: Mentor Number of Years Acquainted: 1

Name: Daron Phillips Telephone No. (816) 915 1563

Address _____

Occupation: Cosentinos Relationship: Co-worker Number of Years Acquainted: 2



Please Read Carefully, Initial Each Paragraph and Sign Below

Ew 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.

Ew 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.

Ew 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.

Ew 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.

Ew 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

A handwritten signature in black ink that appears to read "Emily Wilcox".

Date

2-28-18

Name: Emily Wilczak

Score 13/14

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?
Report it and place in lost in found
11. Describe the difference between a disinfectant and a cleaning solution?
Disinfectant kills the germs

Servers Test

Multiple Choice

1. 57

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

A 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

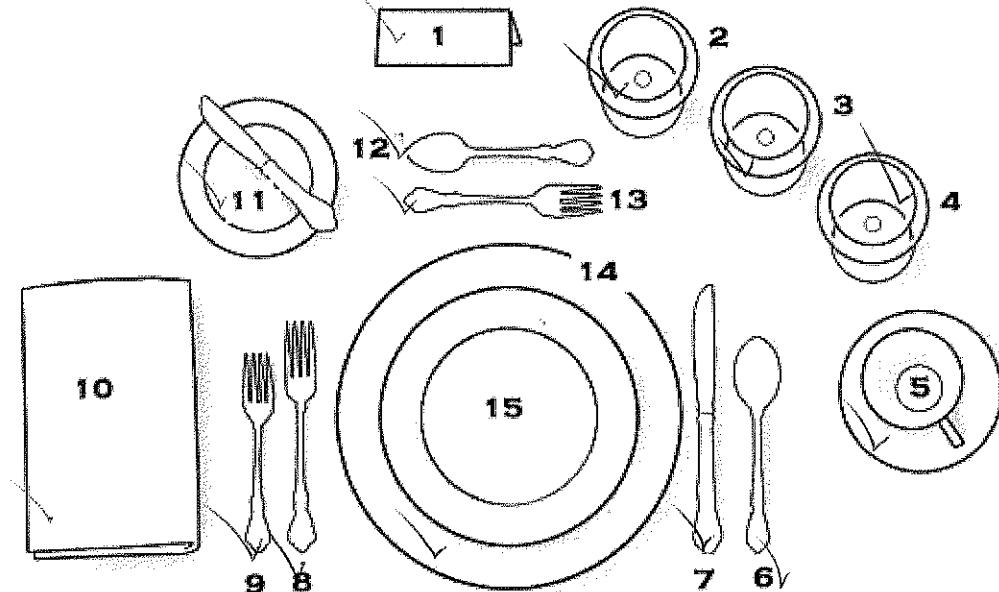
Match the Correct Vocabulary

D Scullery
G Queen Mary
C Chaffing Dish
A French Passing
B Russian Service
F Corkscrew
E 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>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>2</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar, Cream
3. Synchronized service is when: In Order
4. What is generally indicated on the name placard other than the name? Station
5. The Protein on a plate is typically served at what hour on the clock? 7pm
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Ask?



REGULATED INDUSTRIES
NHS DEPARTMENT
CITY OF KANSAS CITY MO

ADULT LIQUOR

Permit Number **201710084807** Permit Expires **04/19/2020**

HEIGHT	WEIGHT	HAIR	EYES	SEX
5' 6"	186	BR	BR	FE
DOB		DRIVERS LICENSE#/STATE		
09/16/1989		M125179031 / MO		

EMIKA M WILCZAK

* Not to be used as a valid form of ID



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018068143650UW

Report Prepared: 03/09/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Wilczak

First Name: Emiko

Date of Birth: 09/16/1989

Social Security Number: *** * 3140

Hire Date: 03/09/2018

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 List C Document: Social Security Card
outlying possession

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 09/16/2024

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 03/09/2018

Case Submitted By: DZAM1515

Closed On: 03/09/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED