

## Interview Note Sheet

Applicant Information	
Name: <u>Samantha Federick</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>03/09/18</u>	Rate of Pay: \$ <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Server, Housekeeper</u>	Referred by: <u>walk in.</u>

Test Scores					
Server	21/35	60%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	9/14	64%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
Total of _____ in Food Service/Hospitality	
<p>worked at Crown Plaza as a Server.</p> <p>worked at Chef Tito as a Server.</p> <p>will like a full time job.</p>	
P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____	

Transportation		
<u>Car</u>	Public Transit	Carpool ( Rider / Driver )

Regions Available to work:			
<u>Kansas City, KS</u>	Overland Park, Kansas	<u>Kansas City, MO</u>	Independence, MO

Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other _____	Will Submit

Availability				
<u>Open</u>	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	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	Bow Tie	Other: _____

Would you recommend this applicant for Acrobat	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: Jonathan Frederick  
Email: Jonathan70.Frederick14@outlook.com  
Phone number: 816 801 9618  
801

## Working Experience:

Company Name: chef lito  
Dates of Employment: 2015-2016

Job Responsibility:

- server
- 
- 
- 

Company Name: Crow Plaza  
Dates of Employment: 2017

Job Responsibility:

- server
- 
- 
- 

Company Name: Out Reach  
Dates of Employment: 10-28-15 - 11-20-16

Job Responsibility:

- teaching
- 
- 
- 

## Skills

- im bilingual
- computer
- front desk
- people person



## 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 Scampha To Frederick Date: 3-9-18  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (816) 801 9618  
Present Address 4729 N Highland Ave KC MO 64116  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_

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? 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 AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<u>NO</u>	<u>9-5</u>	<u>9-5</u>	<u>9-5</u>	<u>9-5</u>	<u>9-5</u>	<u>NO</u>
AM							
PM							

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?
medico			
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 Residence in courtyard Hotel  
Type of Business Valet Telephone No. ( ) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position and Duties Parking cars

Dates of Employment: From 1-0-18 To 3-3-18

Reason for Leaving: Needed more HR

Name and Address of Employer Paper Tacks  
Type of Business Font Hoses Telephone No. ( ) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position and Duties \_\_\_\_\_

Dates of Employment: From 6-20-17 To 8-17-17

Reason for Leaving: Broke my tibia

Name and Address of Employer uber

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Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

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

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

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer OUT Reche

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Your Position and Duties teacher

Dates of Employment: From 10-2016 To 11-18-17

Reason for Leaving: Need day's off

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\_\_\_

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: Weslie Price

Telephone No. (816) 654 4661

Address \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: Friend

Number of Years Acquainted: 17 Years

Name: Emiko

Telephone No. (816) 433 4826

Address \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: Friend

Number of Years Acquainted: 5 months

Name: \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

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

8F

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.

8F

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.

8F

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.

8F

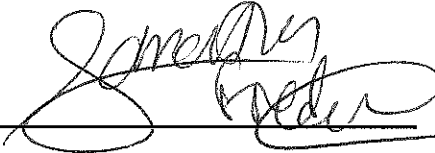
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

8F

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**

3-9-18

Name: Stephanie Fredrick

Score 9 /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. False
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. True
5. Should the following be cleaned daily or weekly? Circle one.  
a) Floors Daily/ Weekly  
b) Toilets and latrines Daily/ Weekly  
c) Carpets in guest rooms Daily/ Weekly  
d) Carpets in offices Daily/ Weekly  
e) Soiled linen Daily/ 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?  
call the office
10. What do you do if you find Lost and Found items in a guest rooms?  
take it to the lost and found
11. Describe the difference between a disinfectant and a cleaning solution?

Name Samantha Fredrick

**Servers Test**

Score 21 / 35

**Multiple Choice**

- b 1) Food is served on what side with what hand? 1.60  
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
- 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
- b-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 dining 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**

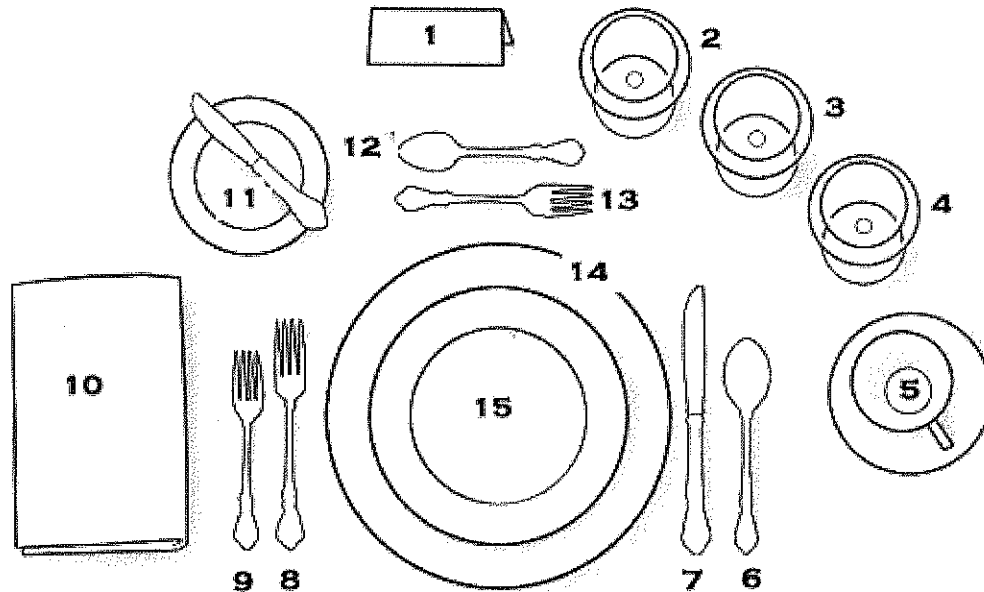
- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>C</u> Queen Mary      | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>F</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>E</u> Corkscrew       | F. Used to open bottles of wine   |
| <u>B</u> Tray Jack       | G. Style of dining in which the courses come out one at a time  |



Name \_\_\_\_\_

**Servers Test**

Score / 35



**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>2</u>  | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar and a spoon
- Synchronized service is when: \_\_\_\_\_
- What is generally indicated on the name placard other than the name? the name of the Restaurant
- The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Let The Back No



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018068143110QV**

Report Prepared: 03/09/2018

**Company Information**

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Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

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Last Name: Frederick

First Name: Samantha

Date of Birth: 11/18/1991

Social Security Number: \*\*\* \*\* 0079

Hire Date: 03/09/2018

Citizenship Status: A citizen of the United States

**Document Information**

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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: 11/18/2023

**Case Status Information**

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Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 03/09/2018

Case Submitted By: DZAM1545

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