

# Interview Note Sheet

## Applicant Information

Name: Unique Hall	Interviewer: Steven G.
Date: Server	Rate of Pay: \$ 10
Position (s) Applied for:	Referred by:

Test Scores						Seeking:
Server	26/35	40 %	Bartender	/35	%	Full-Time
Prep Cook	12/20	60 %	Barista	/15	%	Part-Time
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	/14	%	

Relevant Experience & Summary of Strengths					
Total of <u>0</u> in Food Service/Hospitality					
<p>Unique Hall moved to KC from NC this month. She is looking for employment. She used to work for her dad's Food truck service, as a prep cook. She is interested in working with acrobat outsourcing.</p>					

P.O.S. Experience: Y / N details:					
Transportation					
<input checked="" type="checkbox"/> Car	Public Transit	Carpool ( Rider / Driver )			

Regions Available to work:					
Kansas City, KS	Overland Park, Kansas	Kansas City, MO	Independence, MO		

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

Availability					
<input checked="" type="checkbox"/> 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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# **Unique Hall**

**Warehouse/ Receptionist / Customer Service - Kel & Kay Cleaning Service**

Durham, NC 27712

uniquehall8\_p6x@indeedemail.com - 9199030601

## WORK EXPERIENCE

### **Preloader/Driver Helper**

UPS - Durham, NC -

2016-11 - Present

Preloader and scanner

### **Receptionist / Customer Service**

Kel & Kay Cleaning Service -

Present

- Handle client inquiries, complaints, billing questions and payments.
- Prepared weekly reports for sales management
- Handled high volume of outbound and inbound calling.
- Providing accurate information to clients regarding their accounts.

### **Lead Teacher/ Floater**

Goddard School -

2012 - 2015-07

- Planned workshops and lesson plans.
- Preparing and setting up classrooms for daily activities.
- Properly caring for infants, toddlers and preschoolers.
- Providing accurate information to clients regarding their accounts.

## EDUCATION

### **Early Childhood Education**

Durham Technical Community College - Durham, NC

2008 - 2011

### **High School Diploma**

Northern High School

2005-08 - 2009-06

## CERTIFICATIONS/LICENSES

### **CPR/First Aid**

2013-01 - 2015-01

Received CPR/First Aid at The Goddard School.

## ADDITIONAL INFORMATION

I can accomplish any task/job. I am able and willing to learn.

Ability to build productive relationships, resolve complex issues and win customer loyalty.

- Effective dealing with and relating to variety of people avoiding conflict situations.
- Demonstrated the willingness to take on additional responsibilities, initiate action, and serve customers in a pleasing and responsive manner.
- Ability to meet deadlines and exceed expectations.
- Internship at various child care facilities

## 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 Unique Hall Date: 04-02-2018  
 Home Telephone (919) 903-0601 Other Telephone ( )  
 Present Address 3406 Michigan Ave Kansas City, Missouri  
 Permanent Address, if different from present address: same  
 Email Address lidyvne100@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Banquet Server Salary desired: 10.00

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? 01-01-2018

*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	.	✓	✓	✓	✓	✓	✓
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

# 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.)

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## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Northside High School	Durham, NC	12	Yes
Durham Tech Comm. College	Durham, NC	Associate	Not completed
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> 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."		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Special: First Aid / CPR certified 11/2/2017 - 11/2/2019			

## 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 LIPS Durham, NC

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

Your Position and Duties Placeholder overnight. Load 3-4 trucks with 10-75lbs boxes.

Dates of Employment: From 10/2015 To 4/2016 Weekly Pay: Starting 10.00 Ending 10.25

Reason for Leaving: Personal health issues

Name and Address of Employer Kindie Academy Durham, NC

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

Your Position and Duties Assistant Teacher. Assist Teacher in daily activities. Care for children ages 18 mos- 5 yrs old.

Dates of Employment: From 06/2015 To 04/2016 Weekly Pay: Starting 0.00 Ending 10.00

Reason for Leaving: Not Scheduled

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

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

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outsourcing  
Your Hospitality Staffing Professionals

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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

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

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

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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

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: Baron Hashins Telephone No. (919) 408-4997

Address: Benjamin St. Durham, NC

Occupation: Lead Teacher Relationship: Co-Worker Number of Years Acquainted: 6

Name: Darlene Williams Brown Telephone No. (919) 937-7946

Address: Durham, NC

Occupation: Library Assistant Relationship: Supervisor Number of Years Acquainted: 10

Name: Lisa Williams Telephone No. (919) 475-2748

Address: Durham NC

Occupation: Self-employed Relationship: Former Boss Number of Years Acquainted: 10

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

MM 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.

MM 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.

MM 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.

MM 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.

MM 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

Unique Hall

Date 04-02-2018

**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

B 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

- A. Metal buffet device used to keep food warm by heating it over warmed water

E 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)

A Chaffing Dish

- C. Used to hold a large tray on the dining floor

B French Passing

- D. Area for dirty dishware and glasses

C Russian Service

- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

- F. Used to open bottles of wine

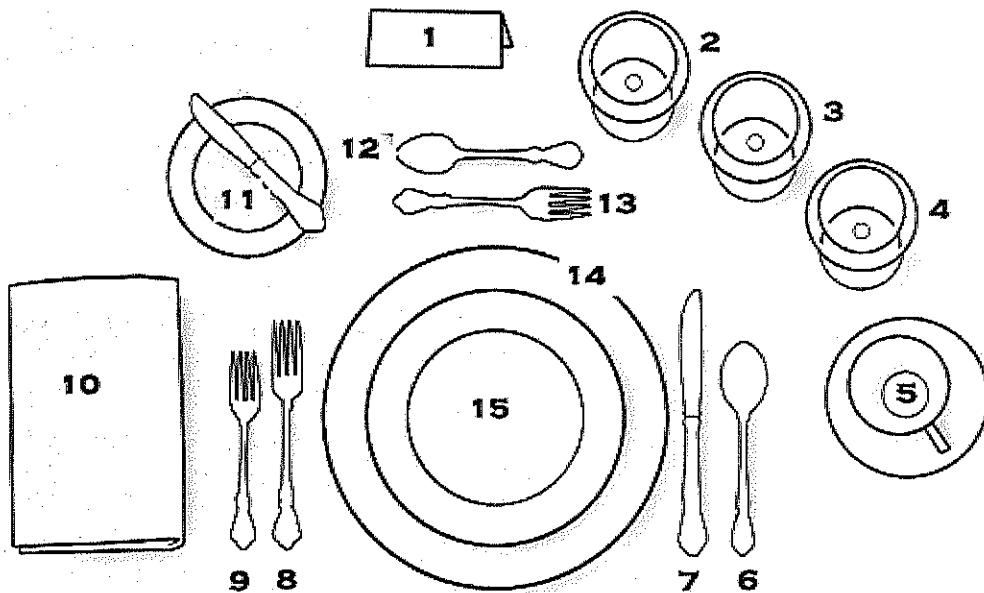
G Tray Jack

- G. Style of dining in which the courses come out one at a time

Name Unique

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>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>13</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 3 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Dessert
3. Synchronized service is when: Elegant style of dinner for small meals
4. What is generally indicated on the name placard other than the name? Table number
5. The Protein on a plate is typically served at what hour on the clock? 9
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? inform cook immediately.

Multiple Choice (1 point each)

D

1) A gallon is equal to \_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- d. 128

C

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B

3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

C

4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

A

5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

D

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

A

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

66

D 9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. **On the counter**
- d. In the microwave

B 10) Which of the following can you use to put out a grease fire?

- a. **Baking Soda**
- b.** Baking Powder
- c. Flour
- d. Water

D 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

D 12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

C 13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c.** Turned towards the right or left at all times
- d. Over the countertop at all times

C 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c.** Liquid
- d. Oil

C 15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b.** Ladle
- c.** Slotted Spoon
- d. Portion Spoon

E 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

## Prep Cooks Test

C 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

D 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Pepper & Salt are the basic seasoning ingredients for all savory recipes.

20) minced : to cut into very small pieces when uniformity of size and shape is not important.



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018099143905LD**

Report Prepared: 04/09/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: hall

First Name: unique

Date of Birth: 04/10/1991

Social Security Number: \*\*\* \*\* 2599

Hire Date: 04/05/2018

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: North Carolina

Driver's License or ID Card Number:

Document Expiration Date: 04/10/2025

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 04/09/2018

Case Submitted By: DZAM1545

SENSITIVE BUT UNCLASSIFIED