

Interview Note Sheet

Applicant Information

Name: <u>Deanna Brown</u>	Interviewer: <u>Steven G.</u>
Date: <u>4/3/18</u>	Rate of Pay: <u>\$11</u>
Position(s) Applied for: <u>Server</u>	Referred by:

Test Scores						Seeking
Server	33/35	99 %	Bartender	135	%	Full-Time
Prep Cook	120	%	Barista	115	%	Part-Time
Grill Cook	140	%	Cashier	115	%	
Dishwasher	110	%	Housekeeping	114	%	

Relevant Experience & Summary of Strengths

Total of 40 in Food Service/Hospitality

Deanna - She has over 40 yrs of server. She worked for three different location. Deanna scored very high on her server skill test.

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

Transportation

<input checked="" type="checkbox"/> Car	Public Transit	Carpool (Rider / Driver)
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Regions Available to work

<input checked="" type="checkbox"/> Kansas City, KS	<input checked="" type="checkbox"/> Overland Park, Kansas	<input checked="" type="checkbox"/> Kansas City, MO	Independence, MO
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Certifications (if any)

TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only
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Details: _____

Uniforms Owned:

<input checked="" type="checkbox"/> Bistro Chef Coat	<input checked="" type="checkbox"/> Black Bistro Chef Pants	<input checked="" type="checkbox"/> Knives	<input checked="" type="checkbox"/> Tuxedo	<input checked="" type="checkbox"/> 1/2 Tuxedo	<input checked="" type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Long Black Tie
<input checked="" type="checkbox"/> Non-Slip Shoes	<input checked="" type="checkbox"/> Bow Tie	Other: _____				

Would you recommend this applicant for Acrobat Academy?

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: Deanna Bowlin
Email: deannabowlin7@gmail.com
Phone number: 913/961/2257

Working Experience:

Company Name: Andee Amigo
Dates of Employment: May 2012 - Jan. 15 2014
Job Responsibility:

- Hostess
- Serve Guests
- Bussing
- Dishwashing
- Inventory
- Open/Close
- Cash handling

Company Name: Old Cedar Inn
Dates of Employment: Feb 2010 - April 2012
Job Responsibility:

- Hostess
- Serve guests
- Bussing
- Open/Close

Company Name: Brookies
Dates of Employment: June 2009 - Feb 2010
Job Responsibility:

- Bartender
-
-
-

Skills

- P.O.S Systems
- 24 years customer service
- Excellent Guest Service
- Cash handling / bank drops / books

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 Deanna Bowlin Date: April 3, 2018
 Home Telephone () Other Telephone (913) 961-2257
 Present Address 4135 College Ave, KC MO 64130
 Permanent Address, if different from present address: _____
 Email Address deannabowlin7@gmail.com

EMPLOYMENT DESIRED

Position applying for: banquet server Salary desired: \$ 10.00 / hr
 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 Leon 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? open

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 <u>DAILY</u>	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: 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
Leon - acquaintance
 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.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Clinton High School	Clinton, MO	12	yes
Wright Business School	Ovillard Park, KS	1.5	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: Basic			

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 X If so, may we contact your current employer? Yes No

Name and Address of Employer Andale Amigo, Hwy E, Garden City, MO
 Mexican Restaurant Telephone No. (316) 471-1344 Supervisor's Name Victor Diaz
 Your Position and Duties Server, Busser, Dishwasher, open/close inventory

Dates of Employment: From 5/12 To 1/15 Weekly Pay: Starting \$7.00 (+) tips Ending \$7.50 (+) tips

Reason for Leaving: I had a baby + business changed hands

Name and Address of Employer Ced Cedar Inn, Garden City, MO
 Home style Restaurant Telephone No. () Supervisor's Name Vicky
 Your Position and Duties Server, busser, open/close , inventory

Dates of Employment: From 2/2010 To 4/2012 Weekly Pay: Starting \$7.25 Ending same
\$44.00 (+) tips

Reason for Leaving: I had a better job offer

Name and Address of Employer Bookies , Harrisonville, MO
 Bar & Grill Telephone No. () Supervisor's Name Mark Sharp

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Your Position and Duties Bartender, inventory & ordering liquor, closing bar cash drops

Dates of Employment: From 6/2009 To 2/2010 Weekly Pay: Starting 7.00 Ending same ^{# tips}

Reason for Leaving: personal

Name and Address of Employer Crackerbarrel, Phoenix Ariz

Type of Business Restaurant Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties Server

Dates of Employment: From 3/2007 To 2/2010 Weekly Pay: Starting 3.50 Ending 4.75 ^{# tips}

Reason for Leaving: moved back to Missouri

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: Ashley Phunkett Telephone No. (____) _____

Address _____

Occupation: Server Relationship: coworkers Number of Years Acquainted: 10

Name: Heather Williams Telephone No. (816) 328-2958

Address 2500 Independence Ave, KC MO

Occupation: line Supervisor/Mars Relationship: friend Number of Years Acquainted: 4

Name: _____ Telephone No. (____) _____

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

DB

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.

DB

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.

DB

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.

DB

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.

DB

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

Deanna Bonin

Date

4/3/18

Servers Test

Multiple Choice

94%

A 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

C 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

d 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

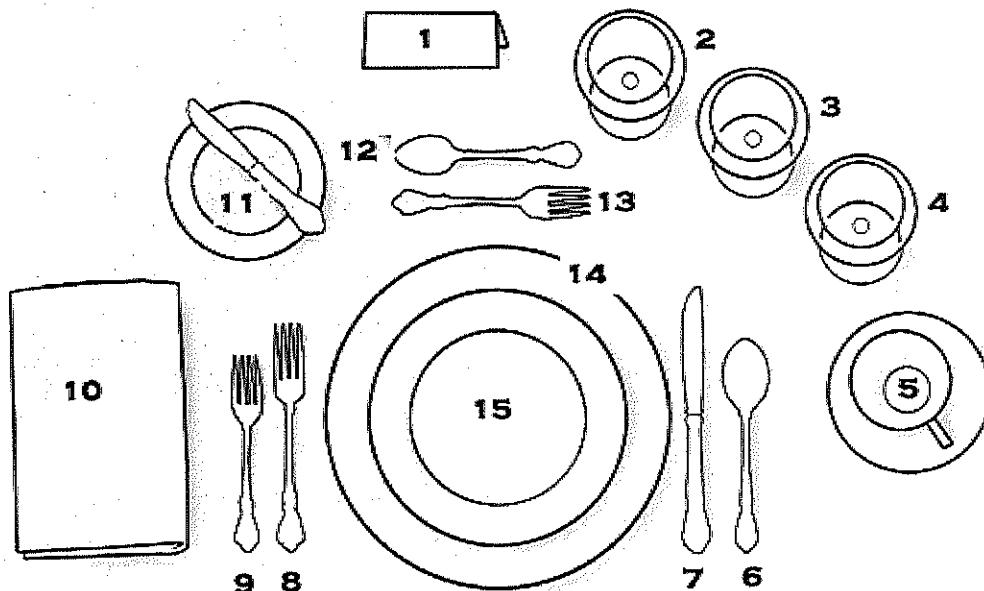
a 6) If you bring the wrong entrée to a guest what should you do?
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
 c) Try to convince 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
B French Passing
G 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

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>9</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 1-2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? condiments
3. Synchronized service is when: meals are placed to each guest at the same time by several servers
4. What is generally indicated on the name placard other than the name? table # or # of guests
5. The Protein on a plate is typically served at what hour on the clock? 12:00
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? inform chef



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018096161935QH

Report Prepared: 04/06/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Bowlin

First Name: Deanna

Date of Birth: 03/10/1973

Social Security Number: *** ** 7526

Hire Date: 04/03/2018

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: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 03/10/2020

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 04/06/2018

Case Submitted By: DZAM1545

Closed On: 04/06/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED