

# Interview Note Sheet

## Applicant Information

Name: Lindsay Favre	Interviewer: Steven G
Date: 4/5/18	Rate of Pay: \$ 10
Position(s) Applied for: Server	Referred by:

Test Scores					
Server	27/35	77%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

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

Lindsay - is very experience in the Food & beverage industry. She also has management experience. She is looking for some day work.

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:

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

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

# Lindsay Favre

Independence, MO  
lindsay9323\_86t@indeedemail.com

## WORK EXPERIENCE

### **Assistant Manager**

Diamaru Steakhouse and Sushi bar - Salina, KS -

2013-03 - 2015-03

Ensured guest satisfaction and a quality dining experience. Maintained a sanitary, speedy, and positive workflow while making sure employees were following the guidelines of what was expected of them. Made soda, liquor, and truck orders. Bartended and served when needed.

### **Assistant Manager**

Mokas Bistro and Cafe - Salina, KS -

2012-06 - 2013-03

Ensured a precise, quality product by making sure my employees felt comfortable with the knowledge of the products and the steps of preparation. Completed daily P&L reports. Kept track of revenue and daily deposits. Kept inventory for the coffee, syrup, Bakery, liquor, soda, and truck orders. Bartended, cooked, and baked pastries when needed.

### **Owner/Caregiver**

Favres Kids Childcare - Salina, KS -

2012-02 - 2012-07

Provided a safe, nurturing, and sanitary environment where kids felt comfortable and eager to learn. Provided creative and healthy meal plans. Created exciting and age-appropriate lesson plans.

## EDUCATION

### **GED**

### **WATC**

## SKILLS

Basic computer knowledge, dependable, detail oriented, punctual, leadership skills, supervisory skills., Loving and nurturing

#### ADDITIONAL INFORMATION

I am in the process of becoming CPR and first aid certified. I'm willing to learn or train to care for special needs children. I have a toddler that would be with me during the day.

## 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 Lindsay Favre Date: 4/4/18  
 Home Telephone (785) 376-2356 Other Telephone ( )  
 Present Address 13609 E. 12th Terr. N. Independence, MO  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address lfavre@live.com

### EMPLOYMENT DESIRED

Position applying for: Banquet 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? 4/10/18

*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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY							
AM							
PM			<u>6-12</u>	<u>6-12</u>	<u>6-12</u>	<u>6-2</u>	<u>6-2am</u>

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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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?
Salina Central High	Salina, KS	11	
WATC	Wichita, KS	GED	
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: POS - ALOHA			

## 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 Daimaru Steakhouse and Sushi Bar

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

Your Position and Duties Assistant Manager. Ensured guest satisfaction,

Maintained a sanitary, speedy, positive, and efficient work flow  
Bartended & Made Truic orders

Dates of Employment: From 03/13 To 03/15 Weekly Pay: Starting \$12 Ending \$13

Reason for Leaving: Change in career

Name and Address of Employer Moras Bistro and Cafe

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

Your Position and Duties Made precise, quality products. Completed P&L reports.

Kept inventory and made truck orders. Bartended, Cooked, and baked when necessary.

Dates of Employment: From 06/12 To 03/13 Weekly Pay: Starting \$10 Ending \$13

Reason for Leaving: Left with the boss

Name and Address of Employer Faure's Kids Childcare

Type of Business In home Daycare

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Myself (owner)

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Your Position and Duties Provided a safe, nurturing, and sanitary environment where kids felt loved and eager to learn. Created meal and lesson plans.

Dates of Employment: From 02/12 To 07/12 Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: Change in career

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: Brandy Marrs Telephone No. (785) 201-5895

Address Salina, KS  
General Manager Outlook Cafe Former  
Occupation: Smoky Hill Zoo Relationship: Boss /friend Number of Years Acquainted: 6

Name: Kristi Mendenhall Telephone No. (785) 643-3122

Address 100 NW. 67th Terr. Gladstone, MO  
Social Security  
Occupation: Claims Relationship: Friend Number of Years Acquainted: 20

Name: Brieanne Finch Telephone No. (316) 558-1826

Address Salina KS  
Occupation: Server @ Daimaru Relationship: Friend Co-worker Number of Years Acquainted: 4

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

LF

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.

LF

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.

LF

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.

LF

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.

LF

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

4/4/18

**Servers Test**

**Multiple Choice**

A

1) Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

D

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

C

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

B

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

D

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

D

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- Try to convince the guests to eat what you brought them
- 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**

E Scullery

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

A 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)

D Chaffing Dish

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

B French Passing

D. Area for dirty dishware and glasses

G 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

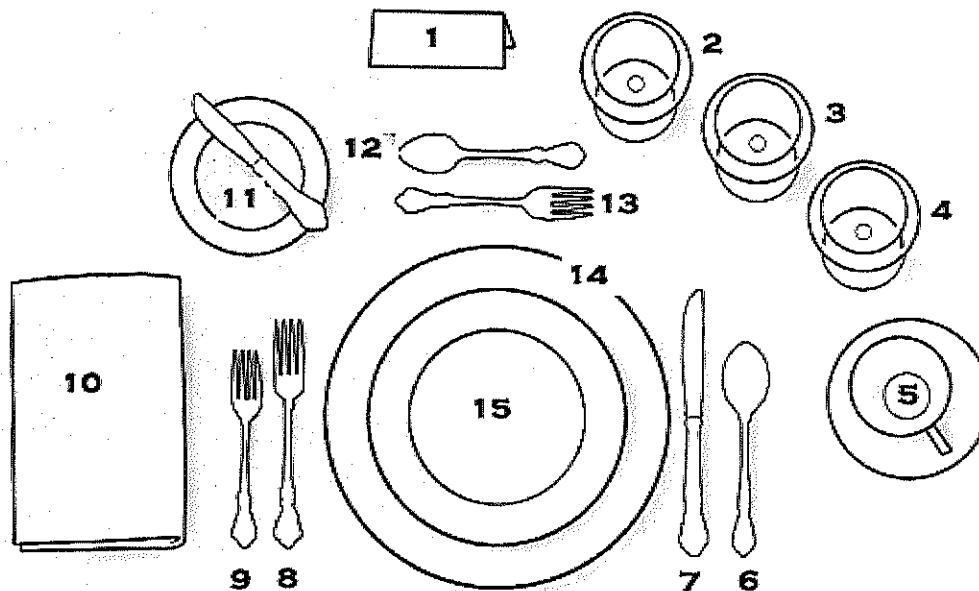
C Tray Jack

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>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 5-10 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream and Sugar
3. Synchronized service is when: The guests are served simultaneously
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? 7
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Tell lead and/or Chef



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018096164650EQ**

Report Prepared: 04/06/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Favre

First Name: Lindsay

Date of Birth: 04/04/1989

Social Security Number: \*\*\* \* 7410

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 List C Document: Social Security Card  
outlying possession

Document Name: Driver's license

Document State: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 04/04/2022

**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