

# Interview Note Sheet

## Applicant Information

Name: <u>Maria</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>4/9/13</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for:	Referred by:

Test Scores						Starting	
Server	21	/35	60%	Bartender	/35	%	
Prep Cook		/20	%	Barista	/15	%	Full-Time
Grill Cook		/40	%	Cashier	/15	%	
Dishwasher		/10	%	Housekeeping	18/14	86%	Part-Time

Relevant Experience & Summary of Strengths	
<i>Total of _____ in Food Service/Hospitality</i>	
<p>Maria has experience in Food prep and housekeeping. She is also interested in banquet server. She works for another temp agency.</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	<input checked="" type="checkbox"/> 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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## 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 Mariea K Poole Date: 3-9-18  
 Home Telephone ( ) Other Telephone (913) 655-1497  
 Present Address 3425 Wyoming Apt. E Kansas City mo. 64111  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address MarieaPoole0207@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Food prep and House Keep.ys Salary desired: N/A 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? To Day

*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	AM	AM		AM	AM	AM
PM	PM	PM	PM		PM	PM	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    car

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.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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?
Rushin High	7000 E 111 Kc mo	10th	NO
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 AI TEAM

Type of Business HolSheeping Telephone No. (814) 756-3233 Supervisor's Name \_\_\_\_\_

Your Position and Duties I do not no

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

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

Name and Address of Employer Apprentice perso

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 \_\_\_\_\_

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

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

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

Dates of Employment: From 6/21/12 To 5-17-14

Reason for Leaving: Last Semester on Pregnant

Name and Address of Employer 71037 Conveor

Type of Business House Keeping Telephone No. 912-631-88 Supervisor's Name \_\_\_\_\_

Your Position and Duties hosting and management 631-8367

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

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: Lashawn \_\_\_\_\_ Telephone No. (816) \_\_\_\_\_

Address: 3015 Rose \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: friend \_\_\_\_\_ Number of Years Acquainted: 6 \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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

MP 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.

MP 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.

MP 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.

MP 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.

MP 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

Marisea Poole

Date

3-9-18

**Servers Test**

**Multiple Choice**

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

B

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

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 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 expediter 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

G Russian Service

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

F Corkscrew

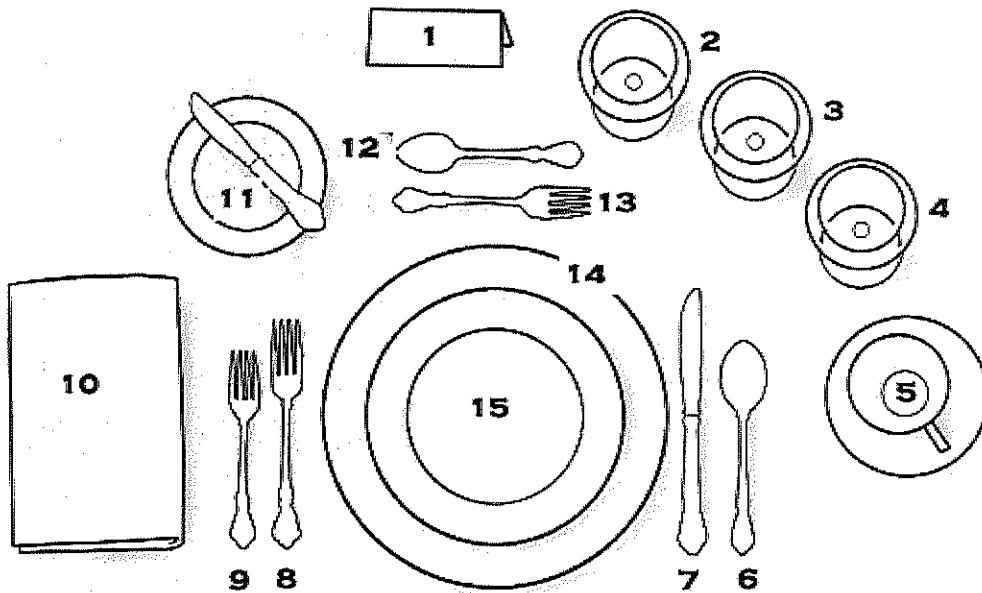
F. Used to open bottles of wine

I Tray Jack

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

Name mariea Poole  
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>13</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>15</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>12</u>	Soup Spoon	<u>4</u>	Service Plate
<u>4</u>	Salad Plate	<u>2</u>	Wine Glass (White)
<u>3</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 1 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar cream and lemon
3. Synchronized service is when: When you are served at the same time
4. What is generally indicated on the name placard other than the name? Giving a number
5. The Protein on a plate is typically served at what hour on the clock? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Prepare a special

Name: Marieta Poole

Score: 86/14

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?  
*Melice tell the supervisor.*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Return it to the supervisor or the floor manager.*
11. Describe the difference between a disinfectant and a cleaning solution?  
*Deep cleaning in pre cleaning.*



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018100151246NH

Report Prepared: 04/10/2018

## Company Information

Company ID: 139349 Company Name: Acrobat Outsourcing

## Employee Information

Last Name: poole First Name: mariea  
Date of Birth: 02/07/1987 Social Security Number: \*\*\* \* 7401  
Hire Date: 04/09/2018 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 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: 02/07/2024

### Case Status Information

Current Case Result: Employment Authorized      Employer Case ID: **DZAM1545**  
Case Submitted On: 04/10/2018      Case Submitted By: DZAM1545

SENSITIVE BUT UNCLASSIFIED