Interview Note Sheet

Applicant Information

Name: Lovely Sanders	**Interviewer:** Steven
Date: 4/23/18	**Rate of Pay:** $ 10
Position (s) Applied for: Server/Cashier3	**Referred by:**

Test Scores

Server	18 /35	52%	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

Lovely - is experience with banquet serving and housekeeping.

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

Transportation

(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

(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:

Acrobat
outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: _Lovely Sanders_
Email: _remymartini81@gmail.com_
Phone number: _816 996-1091_

Working Experience:

Company Name: _Xclusive Staffing_
Dates of Employment: _02-2017 - 03-2018_
Job Responsibility:
- Clean hotel rooms
- restock rooms
- maintain Cleanliness
- Complete task by check in time

Company Name: _LGC Staffing_
Dates of Employment: _02-2018 - Current_
Job Responsibility:
- Banquet serving
- Housekeeping
- Dish washing

Company Name: _Quiktrip_
Dates of Employment: _01-2015 - 12-2016_
Job Responsibility:
- Clean store
- Cashier / sell tobacco / liquor, ect.
- Cook in GT kitchen

Skills
- warehouse
- serving
- cleaning
- cooking

800.236.2276 • info@acrobatoutsourcing.com

Acrobat
outsourcing
Your Hospitality Staffing Professionals

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 _Lovely Sanders_   Date: _04-23-18_

Home Telephone (_810_) _996-1091_   Other Telephone (____) _____

Present Address _5819 Brooklyn Ave_

Permanent Address, if different from present address: _____

Email Address _remymartini81@gmail.com_

EMPLOYMENT DESIRED

Position applying for: _Any_   Salary desired: _10.00_

Are you currently registered with any staffing and/or employment agencies? If so, please list

_____

Are you applying for: Full-time work? Yes _X_ No___ Part-time work? Yes___ No___

Temporary work, e.g., summer or holiday work? Yes___ No _X_ From: _____ To: _____

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☒ Name of Referral _Shakaylah S._ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Other Web Posting ☐   Other Source ☐

Could you work overtime, if necessary?   Yes _X_ No___ If hired, on what date could you start working? _4-24-18_

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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	7	7am	7am	7	7	7	
PM		5	5	5	5	5	

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
Court May 3, 11, 14, 2018

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before?   Yes___ No _X_   If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing?   Yes___ No _X_   If yes, please state name and relationship

If hired, would you have a reliable means of transportation to and from work?   Yes _X_ No___ _Bus_

If hired, can you present evidence of your legal right to live and work in this country?   Yes _X_ 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 _X_ No___

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?
Ruskin High	*Kansas City MO*	*12*	*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:			

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 ___Housekeeping Xclusive Staffing___

Type of Business *Xclusive Staffing* Telephone No. (816) 996-1691 Supervisor's Name *maria*

Your Position and Duties ___Housekeeping/ hotel Cleaning___

Dates of Employment: From *02-2017* To *02-2018* Weekly Pay: Starting *10.00* Ending *10.50*

Reason for Leaving: ___looking for better hours___

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: _____

Name and Address of Employer _____

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

2

Acrobat
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: _____

Have you obtained any special skills or abilities as the result of service in the military?   Yes____ No____
If so, describe: _____

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Chris Wallace   Telephone No. (816) 655-9512

Address Virginia

Occupation: Cashier   Relationship: Friend   Number of Years Acquainted: 7

Name: Donshapre Sanders   Telephone No. (816) 469-6208

Address

Occupation: Apple   Relationship: Sister   Number of Years Acquainted: 21

Name: Shakaylah Stephens   Telephone No. (816) 655-8595

Address

Occupation: Housekeeping   Relationship: Sister   Number of Years Acquainted: 21

Please Read Carefully, Initial Each Paragraph and Sign Below

LS

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.

LS

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.

LS

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.

LS

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.

LS

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 ___4-23-18___

4

Name _Lovely Sanders_

Servers Test

Score _8_ / 35
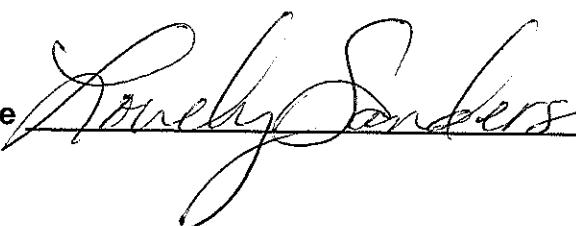
### Multiple Choice

_C_ 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

_D_ 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

_A_ Scullery

_B_ Queen Mary

_E_ Chaffing Dish

_H_ 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

Name _____

Servers Test

Score ___ / 35
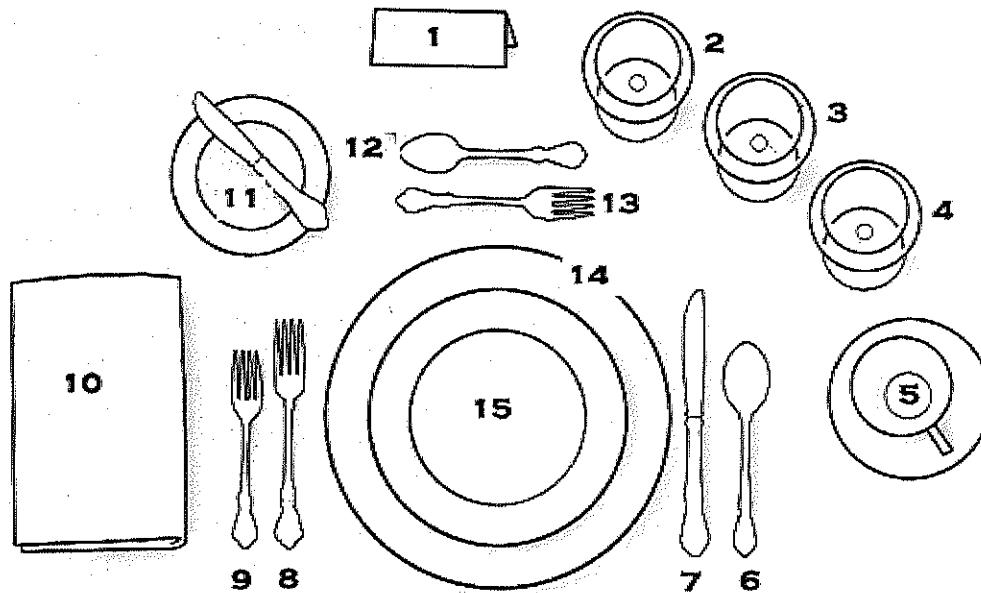
Match the Number to the Correct Vocabulary

10	Napkin	8	Dinner Fork
11	Bread Plate and Knife	5	Tea or Coffee Cup and Saucer
1	Name Place Card	7	Dinner Knife
12	Teaspoon	4	Wine Glass (Red)
9	Dessert Fork	13	Salad Fork
6	Soup Spoon	15	Service Plate
14	Salad Plate	2	Wine Glass (White)
3	Water Glass		

Fill in the Blank

1. The utensils are placed _____ 10 _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? ___ Water, Sugar, Spoon.
3. Synchronized service is when: ___ N/A
4. What is generally indicated on the name placard other than the name? Thank you.
5. The Protein on a plate is typically served at what hour on the clock? ___ 12
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
   ___ let cook know

E-Verify

Case Verification Number: 2018114211359CQ

Report prepared: 04/24/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: lovely sanders

Date of Birth: 12/10/1996

U.S. Social Security Number: ***-**-9406

Employee's First Day of Employment: 04/24/2018

Citizenship Status: U.S. Citizen

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Expiration Date: 12/10/2020

State: Missouri

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Diana Zamora

Reason for Closure: Employment Authorized Auto Close