

Interview Note Sheet

Applicant Information	
Name: <u>Sarah Matthews</u>	Interviewer: <u>Diane Zamora</u>
Date: <u>05/25/18</u>	Rate of Pay: \$ <u>9.50 and up</u>
Position (s) Applied for: <u>Cashier, Food Prep, Server</u>	Referred by: <u>Be Start</u>

Test Scores					
Server	/35	%	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	
<p>worked at Arby's as a Cashier.</p> <p>worked at Freddy's for six months. As a Cashier and Food Prep.</p> <p>Wednesday at 10 am.</p>	<p>Total of _____ in Food Service/Hospitality</p>
P.O.S. Experience: <u>Y</u> / <u>N</u> 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:
---	-----------------------	-------------------------

SARAH A. MATTHEWS

8613 W. Utopia Dr. Apt. 90

Raytown, MO 64138

(816) 456-0731

(816) 309-9048

12345sarahmatthews@gmail.com

SUMMARY OF QUALIFICATION

- Dedicated worker known for being an effective communicator with co-workers demonstrating leadership skills through-out the company
- Works well independently and with co-workers to support company goals.
- Uses adaptive learning techniques to learn multiple job tasks.

AREA OF EXPERTISE

- Customer Service
- Typing Skills
- Organize
- Multi-Tasking
- Problem Solving

Work Experience

Custom Engineering Raytown, MO 2015

- Answered Phones as the receptionist directing calls and scheduling appointments.
- Designed prints and products at the Airport location.
- Worked and assisted on designing apartment's downtown.

Major Thrift Raytown, MO 2017-2018

- Organized and stocked products/ merchandise in designated areas.
- Handled all customer transactions as the cashier promptly
- Stocked and counted inventory promptly

Arby's Independence, MO 2016-2017

- Placed orders for customers promptly
- Opened and closed store as shift manager
- Disposed of all waste and trash
- Cleaned and organized store.

EDUCATION

Raytown South High-School High-School Diploma Raytown, MO

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 Sarah Matthews Date: 05-25-18
 Home Telephone (816) 456-0737 Other Telephone (816) 309-9048
 Present Address _____
 Permanent Address, if different from present address: _____
 Email Address 12345sarahmatthews@gmail.com

EMPLOYMENT DESIRED

Position applying for: Open Salary desired: \$10

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? 05-26-18

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	<u>7:00</u>	<u>7:00</u>	<u>7:00</u>	<u>4:00</u>	<u>7:00</u>	<u>7:00</u>	<u>7:00</u>
PM	<u>5:00</u>	<u>5:00</u>	<u>5:00</u>	<u>5:00</u>	<u>5:00</u>	<u>5:00</u>	<u>5:00</u>

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 _____

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.) _____

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?
Baytown South High	Baytown Mo	12th	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: Computer literate, customer service			

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 Arby's 4515 S Noland Rd Independence Mo
 Type of Business Arby's Telephone No. () Supervisor's Name Talia
 Your Position and Duties Crew Member

Dates of Employment: From 2016 To 2017

Reason for Leaving: I moved cities

Name and Address of Employer Custom Engineering
 Type of Business Engineering Firm Telephone No. () Supervisor's Name Joe
 Your Position and Duties I answered the phone and logged information in the computer

Dates of Employment: From 2015 To 2015

Reason for Leaving: Internship

Name and Address of Employer Major Thrift

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Type of Business Retail Telephone No. () Supervisor's Name
Your Position and Duties I was a stocker and cashier

Dates of Employment: From 2017 To 2018

Reason for Leaving: Not enough hours

Name and Address of Employer

Type of Business Telephone No. () Supervisor's Name
Your Position and Duties

Dates of Employment: From To

Reason for Leaving:

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: Chayla Goforth Telephone No. (816) 914-8916

Address

Occupation: work friend Relationship: work friend Number of Years Acquainted: 3

Name: Tia Douglas Telephone No. (816) 309-9048

Address

Occupation: Friend Relationship: Case Manager Number of Years Acquainted: 1

Name: Kimberly Harris Telephone No. (816) 301-6849

Address

Occupation: Work friend Relationship: Work friend Number of Years Acquainted: 2

Please Read Carefully, Initial Each Paragraph and Sign Below

SM

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.

SM

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.

SM

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.

SM

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.

SM

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 *Soah Matthews*

Date 05-26-18



Case Verification Number: 2018150164239DF

Report prepared: 05/30/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Sarah Matthews

Date of Birth: 01/01/2000

U.S. Social Security Number: ***-**-6482

Employee's First Day of Employment: 05/30/2018

Citizenship Status: U.S. Citizen

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Diana Zamora

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close