

Interview Note Sheet

Applicant Information

Name: <u>Amparo Santamaria</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>06/01/18</u>	Rate of Pay: \$ <u>9.25 and up</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Walk in</u>

Test Scores

Server	32/35	91%	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

Amparo Currently works for Regal Staffing as a part time.
 Has a lot of retail experience.
 She's been in the food and beverage industry for 6 months.

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:

AMPARO SANTAMARIA

Kansas City MO 64146 /C: 480- 772-0841/Email: amparo_santamaria@yahoo.com

Commercial Sales - Customer Service - Business Management - Travel Agent.

PROFILE

A motivated and self-driven professional, with outstanding customer service and sales skills. Proficient in MS Office-Word, and Outlook.
Bi-Lingual Spanish/ English

WORK EXPERIENCE

TARGET.COM

Apparel and Accessories Overland Park, KS – 2017- 2018

- Softlines maintaining the different store departments' appearance, stoking merchandise, and ensuring displays and racks remain in good order.
- Tasks may include accessing the stock room and straightening merchandise after customers have looked at or tried on clothing. Ensuring clothing and other soft lines are in their proper order.
- Price accuracy, scanning products and marking them down to then place them in on Clearance.

MICHAELS FURNITURE WAREHOUSE

Furniture Sales Associate Van Nuys, CA 2016 – 2017

- Greeting guests upon arriving in our retail showroom and learning their motivation for their visit; really getting to know them and developing long-term relationships
- Presenting and discussing various home furnishing product options based upon your discovery of the prospective clients' lifestyle, needs and goals
- Increasing personal knowledge of products, sales techniques, and promotions through continuous professional training and development.

L.A. FLYER INC.

Sales and Customer Service Northridge, CA 2013 - 2015

- Contact the clients by phone and set up appointments.
- Place orders for Business Cards, Flyers, Brochures and Banners.
- Follow up with order status and mailing completed orders.

CAMELBACK TOYOTA

Sales and leasing Consultant Phoenix, AZ 2012 – 2012

- New Car automobile sales across Toyota's entire product line
- Worked leads over phone, internet and walk-ins through the entire sales process to closing.

369 ACTIVEWEAR L.L.C.

Production Coordinator Scottsdale, AZ 2009 – 2011

- Responsible of the Supply Chain Management. Independently ran and facilitated weekly Work in Progress meetings with Planning, Merchants and Design team to review production and pre-development issues.

TOP COLLEGES, E.U., INTERNATIONAL STUDENT RECRUITMENT AGENCY

Founder and Owner Bogota Colombia 1997 - 2007

- Placing exchange students from Colombia in universities abroad.
- Representing exchange programs for universities and colleges in the United States, Europe, Australia and Canada.

EDUCATION

Communications & Computer Science
ESL
GED

- Bellevue Community College –Bellevue, WA
- Lake Washington Technical College–Lake, WA
- Continental Academy–Miramar, FL

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 Amparo Santamaria Date: 06-01-2018
 Home Telephone (480) 772-0841 Other Telephone () _____
 Present Address 12234 Holmes Lane, Kansas City MO 64146
 Permanent Address, if different from present address: _____
 Email Address Amparo-Santamaria@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: _____
 Are you currently registered with any staffing and/or employment agencies? If so, please list
Yes, Regal Staffing
 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 Niurka 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? Now

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							
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 ___
 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 No. 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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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?
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 La-Z-Boy Furniture Galleries

Type of Business Furniture Telephone No. (913) 814-7490 Supervisor's Name J.P. Katz

Your Position and Duties Sales Associate

Dates of Employment: From 2 To Present

Reason for Leaving: _____

Name and Address of Employer Target

Type of Business Apparel Telephone No. () Supervisor's Name overland Park

Your Position and Duties _____

Dates of Employment: From 2016 To 2017

Reason for Leaving: _____

Name and Address of Employer Michaels Furniture Warehouse

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outsourcing
Your Hospitality Staffing Professionals

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

Dates of Employment: From _____ To _____

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 _____

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: Magda Miranda Telephone No. (718) 436-0158

Address New York

Occupation: _____ Relationship: _____ Number of Years Acquainted: 40 years

Name: Andres Montealegre Telephone No. (818) 402-6665

Address 18203 Parthenia St #A Northridge CA 91325

Occupation: Sales Relationship: _____ Number of Years Acquainted: 40

Name: _____ Telephone No. (____) _____

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

AS

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.

AS

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.

AS

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.

AS

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.

AS

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

Amario Santamaria

Date

06-01-2018

Name Elmpara Santamaria
Score / 35

Servers Test

Multiple Choice

- _____ 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
- _____ 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
- _____ 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
- _____ 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
- _____ 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
- _____ 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

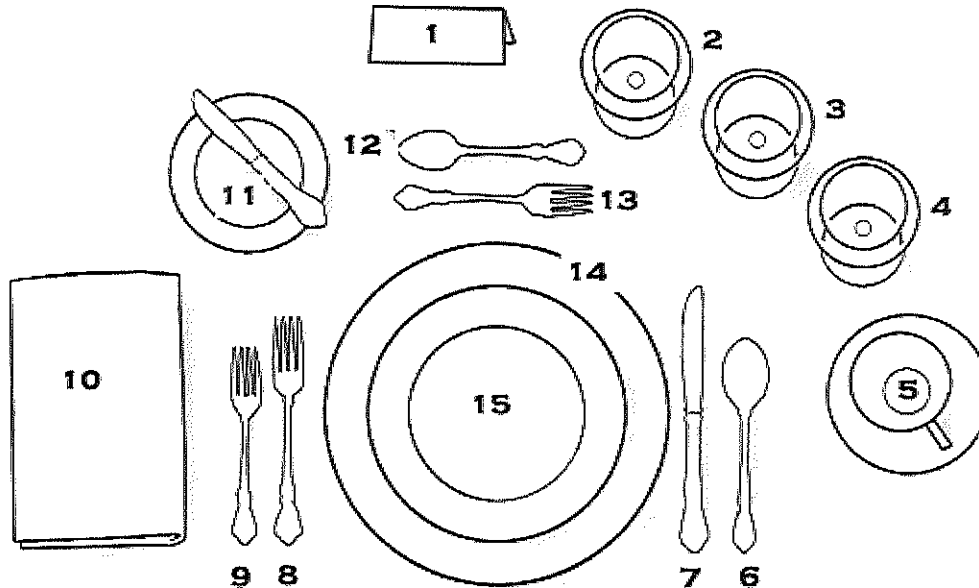
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> 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) |
| <u>D</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>E</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> 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>3</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>2</u> Wine Glass (White) |
| <u>4</u> Water Glass | |

Fill in the Blank

- The utensils are placed 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream and Sugar
- Synchronized service is when: All plates are served at the same time by all servers
- What is generally indicated on the name placard other than the name? Choice of Meal
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Inform the chef or Captain Immediately



Case Verification Number: 2018155190341KG

Report prepared: 06/04/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Amparo Santamaria

Date of Birth: 08/11/1952

U.S. Social Security Number: ***-**-9076

Employee's First Day of Employment: 06/04/2018

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: 08/11/2021

State: Kansas

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