

Interview Note Sheet

Applicant Information

Name: <u>Stacy Hollins</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>6/6/18</u>	Rate of Pay: \$
Position (s) Applied for: <u>Cashier, prep cook</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	<u>18</u> /20	<u>60</u> %	Barista	/15	%
Grill Cook	/40	%	Cashier	<u>10</u> /15	<u>80</u> %
Dishwasher	/10	%	Housekeeping	/14	%

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Stacy Hollins is looking for a second job with arabat as cashier and prep cook. She is also open to 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:

Stacy Hollins

Kansas City, MO
FantasiaMarie133@gmail.com
8162692755(816)4911728

Work Experience

Cashier

Conoco/ Shell Gas Station - Kansas City, MO
February 2011 to April 2018

Rung customer's order in fast manner, stocking, some cleaning of store and customer service.

Janitor

Satelite Janitorial - Kansas City, MO
April 2010 to September 2010

Cleaned dorms for Umkc and Rockhurst.

ICS Associate

Walmart - Raymore, MO
June 2007 to September 2008

Unloaded trucks, stocked in different departments throughout store and customer service.

Housekeeper

Marriott Hotel - Kansas City, MO
November 2005 to April 2007

Cleaned guest rooms and public areas of hotel.

Education

High school Diploma in General

Dela Salle Ed Ctr. - Kansas City, MO
September 1998 to May 2002

Skills

Food Prep, Customer Service

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 Stacy Hollins Date: 06.05.18
 Home Telephone (816) 269-2755 Other Telephone ()
 Present Address 817 Jefferson St. Apt 309
 Permanent Address, if different from present address:
 Email Address

EMPLOYMENT DESIRED

Position applying for: Server / Busser Salary desired: \$11.00
 Are you currently registered with any staffing and/or employment agencies? If so, please list
Yes All Teams
 Are you applying for: Full-time work? Yes 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 Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☒
 Other Web Posting ☐ Other Source ☐
 Could you work overtime, if necessary? Yes No X If hired, on what date could you start working?

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	10:00	10:00	10:00	10:00	10:00	10:00	10:00
PM	4:00	2:30	4:00	2:30	4:00	2:30	4:00
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u>							

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
 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

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?
Dela Salle Ed ctr	Kansas city mo	12th	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	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."		YES	<input checked="" type="radio"/> 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: Customer Service, Cashier			

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 Aspen homehealth care 3100 Broadway suite 505

Type of Business Healthcare Telephone No. (816) 531-2614 Supervisor's Name Gina

Your Position and Duties housekeeping

Dates of Employment: From 5/31/18 To present

Reason for Leaving: Still employed just looking for second part time work

Name and Address of Employer Condo 4341 paseo Blvd

Type of Business gas station Telephone No. (816) 920-3590 Supervisor's Name Janika Michelle

Your Position and Duties ring customer order in fast manner, some cleaning of store
stocking and customer service

Dates of Employment: From 2/2011 To 04/2018

Reason for Leaving: Conflicting hours

Name and Address of Employer Wal-mart 2015 W Farwood Dr.

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Type of Business Retail Telephone No. (816) 322-5455 Supervisor's Name Colin B
Your Position and Duties Unloaded trucks, customer service, stocked in different departments throughout store

Dates of Employment: From 01/2007 To 09/2008

Reason for Leaving: Shift cut

Name and Address of Employer Marriott hotel 200 W 12th St

Type of Business Hotel Telephone No. (816) 421-6800 Supervisor's Name Zandy McDonald
Your Position and Duties Cleaned guest rooms and public areas of hotel

Dates of Employment: From 11/2005 To 04/2007

Reason for Leaving: moved out of area

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?
If so, describe: _____

Yes ___ No 0

JOB RELATED REFERENCES

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

Name: Eugenie Williams Telephone No. (816) 655-9575

Address 805 Jefferson St.

Occupation: Intercontinental hotel Relationship: Friend Number of Years Acquainted: 5 yrs

Name: Tanika Michelle Telephone No. (816) 920-3590

Address 7005 Ellizth St.

Occupation: Manager Gas Station Relationship: Friend / Manager Number of Years Acquainted: 8 years

Name: _____ Telephone No. (____) _____

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

S.H.

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.

S.H.

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.

S.H.

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.

S.H.

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.

S.H.

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 Shirley H. Davis

Date 06/05/2018

Multiple Choice (1 point each)

- D 1) A gallon is equal to ____ ounces
- a. 56
 - b. 145
 - c. 32
 - d. 128
- C 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- B 3) What does the term braise mean?
- a. Sear quickly on both sides
 - b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- B 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- A 5) How do you blanch vegetables?
- a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- D 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- A 7) What is Al Dente?
- a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- A 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

60

Prep Cooks Test

- D 9) Which is the improper way to thaw frozen food?
- a. In the fridge
 - b. In a sink with cold water
 - c. On the counter
 - d. In the microwave
- C 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - d. Water
- B 11) What is the temperature range of the danger zone?
- a. 25-135
 - b. 40-140
 - c. 50-160
 - d. 30-130
- D 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - d. Mince, dice, chop
- B 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - b. Turned towards you for better control
 - c. Turned towards the right or left at all times
 - d. Over the countertop at all times
- A 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - c. Liquid
 - d. Oil
- D 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- B 16) Which of the following means to cook in a small amount of fat?
- a. Season
 - b. Sauté
 - c. Broil
 - d. Boil
 - e. Fry

Cashier Test

Score 12 / 15

B

- 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00

A

- 2) A roll of dimes is worth?
a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00

D

- 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
d) \$2.00

A

- 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25

B

- 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service

8.6%

- 6) What is the current sales tax rate in your city 8.6%?

C

- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06

A

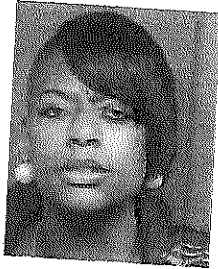
- 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50

D

- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00

A

- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50



REGULATED INDUSTRIES
NHS DEPARTMENT
CITY OF KANSAS CITY, MO

ADULT LIQUOR

Permit Number

201610058544

Permit Expires

04/01/2019

HEIGHT	WEIGHT	HAIR
5' 0"	124	BR

EYES	SEX
BR	F

DOB
07/12/1983

DRIVER'S LICENSE # / STATE
S203173048

STACY M HOLLINS

Stacy M Hollins

* Not to be used as a valid form of ID

Kansas City, MO
Health Department

Food Handler

Stacy Hollins



Issue Date	Expiration Date
04/04/2016	04/03/2019



Public Health



Case Verification Number: 2018159212700ED

Report prepared: 06/08/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Stacey Hollins

Date of Birth: 07/12/1983

U.S. Social Security Number: ***-**-7971

Employee's First Day of Employment: 06/08/2018

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: 07/12/2019

State: Missouri

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