

## Interview Note Sheet

### Applicant Information

Name: <u>Kiley Lentz</u>	Interviewer: <u>Steven</u>
Date:	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Server</u>	Referred by:

### Test Scores

Server	<u>29</u> /35	<u>83</u> %	Bartender	<u>13</u> /35	%
Prep Cook	<u>12</u> /20	<u>60</u> %	Barista	<u>10</u> /15	%
Grill Cook	<u>12</u> /40	<u>30</u> %	Cashier	<u>10</u> /15	%
Dishwasher	<u>10</u> /10	<u>100</u> %	Housekeeping	<u>10</u> /14	%

### Seeking

Full-Time

Part-Time

### Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality  
 Kiley has a full time job but is looking for a second source of income.

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:

# Kiley Lentz

## **Patient Care Assistant**

Kansas City, MO 64130

Kiley.A.Lentz@gmail.com

8163085636

Authorized to work in the US for any employer

## Work Experience

### **Patient Care Assistant**

Home Health Services - Kansas City, MO

February 2018 to Present

Assist patients with daily needs according to care plan.

Make sure all my patients needs are met based on diagnosis.

Engage my patients in conversation and daily support.

Assisting patients in and out of wheelchair and/or restroom.

Maintain a clean and livable environment appropriate for the patient.

### **Spin! Neapolitan Pizza**

SPIN! Neapolitan Pizza - Kansas City, MO

June 2016 to Present

Serve food and beverages based on Customer order.

Make sure all tables are manicured and cleaned properly.

Bartend

Be able to take orders and send through correctly.

Manage high volumes of people efficiently and fast.

Cash Handling skills.

### **Nutrition Care Assistant**

Research Medical Center - Kansas City, MO

March 2015 to June 2016

#### Responsibilities

Fill out patient menu according to hospital census.

Get patient order (for breakfast & dinner).

Build tray according to patient order.

Deliver tray, as well as pick up tray.

Answer phone in timely manner.

#### Accomplishments

I have received many compliments and letters on the impact my personality and willingness to do anything for my patients made at the hospital.

#### Skills Used

Great customer service skills.

**In Store Marketing**

Papa Johns Pizza - Stanley, MO  
April 2014 to September 2014

**Responsibilities:**

Answer Phone in 3 rings or less.  
Place orders for customers.  
Keeping store up. (Sweeping, mopping, dishes, cleaning windows, etc.)  
Making pizza.

**Skills Used**

Great customer service skills.  
Cash Handling and Register skills.

**Title and Licensing Clerk**

Park License Service - Loves Park, IL  
August 2012 to June 2014

**Responsibilities**

Title and license issuance, secretarial skills to include answering phones in 3 rings, complete FOID applications and state paperwork, fax and copy. Computer literate. Able to handle difficult customers in a calm and professional manner.

**Skills used:**

Great Customer Service skills.  
Cash Handling and Register skills.  
Secretarial skills.  
Computer skills.

**Crew Member - Manager in Training**

Kentucky Fried Chicken - Machesney Park, IL  
March 2013 to June 2013

**Responsibilities:**

Customer service, food preparation, drive thru experience, cashier, cook, custodial duties. Able to handle difficult customers in a calm and professional manner.

**Skills used:**

Great Customer Service skills.  
Cash Handling and Register skills.

**Education**

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Eisenhower High School - Yakima, WA

**Skills**

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HIPPA Compliant, Neat and Clean, Follows all safety and security protocols

**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

d 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

b 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

a 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

83%

**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

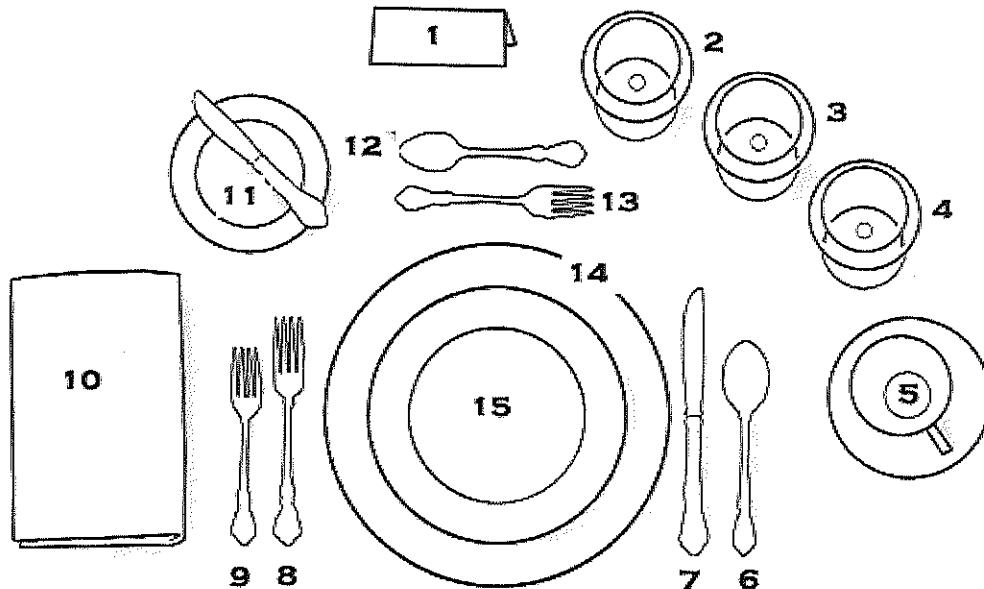
c Tray Jack

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

Name Kiley A. Lentz

**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>4</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>2</u>	Wine Glass (White)
<u>1</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream, Sugar / sugar
3. Synchronized service is when: everything is served the same
4. What is generally indicated on the name placard other than the name? food preference
5. The Protein on a plate is typically served at what hour on the clock? 9
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
MAKE SURE THEY HAVE A CORRECT PLATE

## 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 Kiley A Lentz Date: 6/11/18

Home Telephone (814) 308-5634 Other Telephone (815) 990-5871

Present Address 3704 E 47th Terr #200

Permanent Address, if different from present address: \_\_\_\_\_

Email Address Kiley.a.lentz@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server 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  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? 6/11/18

*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	—	7am	7am	7am	7 am	7am	7am
PM	—	10pm	10pm	10pm	10 pm	10pm	10 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 \_\_\_\_\_. 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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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.)

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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?
Eisenhower H.S.	Yakima WA	12 <sup>th</sup> grade	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: Microsoft Word, Excel. Aloha POS			

## 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 Home Health Services

Type of Business Health Care Telephone No. (816) 1664-8681 Supervisor's Name Deborah

Your Position and Duties Patient care Assistant Assist patients with daily tasks. Make sure all my patients need are met

Dates of Employment: From 2/1/18 To 6/11/18 based on diagnosis

Reason for Leaving: Didn't just don't currently have patients

Name and Address of Employer Spin' Pizza 2450 Grand Blvd  
Telephone No. (816) 221-7744 Kansas City, MO 64108

Type of Business Restaurant Telephone No. (816) 221-7744 Supervisor's Name

Your Position and Duties Server/ Cashier Serve food and beverages based on customers order. Make sure all tables are

Dates of Employment: From 6/1/14 To 7/1 cleaned and manicured. Handle cash and make audit on drawer.

Reason for Leaving: Better job opportunity

Name and Address of Employer Research Medical Center 2316 E Meyer Blvd Kansas City MO 64132

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Type of Business Hospital Telephone No. (816) 276-4000 Supervisor's Name \_\_\_\_\_

Your Position and Duties Nutrition Care Assistant. Fill out menus according to hospital census. Get patients orders. Build

Dates of Employment: From 3/1/15 To 4/1/14 and deliver tray according to patients orders

Reason for Leaving: Cut in hours

Name and Address of Employer Papa John's Pizza

Type of Business Restaurant Telephone No. (913) 814-0101 Supervisor's Name Shannon

Your Position and Duties In-Store. Place orders for customers. Keep store up. making pizza. Answer phone in 3

Dates of Employment: From 3/1/14 To 9/1/14 rings or less

Reason for Leaving: Medical complication

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 X

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: Hazel Lindblade Telephone No. (815) 2633-5511

Address 6002 N 2nd St Loves Park IL 61111

Occupation: Title & Licensing Clerk Relationship: BOSS/ OWNER Number of Years Acquainted: 6

Name: Brenda Huntley Telephone No. (816) 274-4000

Address 2314 E Meyer Blvd Kansas City MO 64132 ask for S east secretary

Occupation: Charge Secretary Relationship: CO-worker Number of Years Acquainted: 2

Name: Ronnieka Vanner-McCain Telephone No. (      )

Address \_\_\_\_\_

Occupation: Server Relationship: CO-worker Number of Years Acquainted: 2

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

W 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.

W 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.

W 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.

W 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.

W 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

6/11/18



## Case Verification Number: 2018172154750CL

Report prepared: 06/21/2018

### Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### Employee Information

**Name:** kiley lentz

**Date of Birth:** 05/22/1994

**U.S. Social Security Number:** \*\*\*-\*\*-7596

**Employee's First Day of Employment:** 06/21/2018

**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:** 05/22/2021

**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