

## Interview Note Sheet

### Applicant Information

Name: <u>Shweta Laison</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>06/12/18</u>	Rate of Pay: \$ <u>9.50</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Indeed</u>

### Test Scores

		Seeking			
Server	/35	80 %	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

Worked as a Banquet Attendant at the Hilton Hotel.

Worked as a Guest Representative at the Airport.

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:

# Shurita Lawson

Kansas City, MO  
lawson.shurita@yahoo.com  
(317)384-0535

Charismatic Customer-Guest Representative

I have dedicated years of successful and notable relations as a Customer-Guest Service Representative.

Promoting positive business and pleasure interactions in regards to making a successful; pleasurable stay

I am driven, resourceful, active, efficient people person(s).

Authorized to work in the US for any employer

## Work Experience

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### **Guest Representative**

Crowne Plaza - Indianapolis, IN  
July 2017 to Present

Indianapolis Indiana Airport  
2501 South High School Road  
Indianapolis, Indiana 46241  
T. 317-244-6861 F. 243-1059  
Employed from July 2017 - Present  
Guest Representative

### **Banquet Attendant**

Hilton Hotel & Resorts - Indianapolis, IN  
May 2015 to Present  
120 W. Market Street  
Indianapolis, Indiana 46204  
T. 317-972-0600 F. 317-822-5881  
Employed from May 2015- Present  
Banquet Attendant

### **Dental Assistant**

Dental Medical Support Services - Indianapolis, IN  
August 2014 to May 2015

I performed a variety of duties including  
patient care, laboratory functions and working along side the Dentist.

### **Banquet Attendant**

Hyatt Regency - Indianapolis, IN  
October 2013 to May 2015

### **Front Office Representative**

Fairfield Inn & Suites by Marriott - Indianapolis, IN  
September 2006 to November 2011

7210 East 21st Street  
Indianapolis, IN 46219  
T. 317-322-0101  
Employed from September 2006 - November 2011  
Front Office Representative

## Education

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### **General Studies**

Warren Walker Career Center - Indianapolis, IN  
May 2015 to September 2016

## Skills

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Proactive, SELF MOTIVATED

## Awards

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### **Employee of the Month Crowne Plaza Airport**

November 2017

## Certifications/Licenses

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### **ATC Employee Permit**

April 2017 to February 2020

This permit allows me to sale;serve alcohol and tobacco products.

### **Dental Assistant Certificate**

Prescribed course of study in Dental Assisting.

## Additional Information

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### Essential Skills

- Proactive
- Accountable
- Communicate Positively (verbal; non-verbal)
- Active and Effective
- Response and Resolve

## 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 Shurita J. Lawson Date: 6/12/18  
 Home Telephone (317) 384-0535 Other Telephone ( )  
 Present Address 2264 E 59th Street, Indianapolis, IN 46230  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address lawson.shurita@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Banquet- Bar Salary desired: \$14.20 hr.

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

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? \_\_\_\_\_

*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>7:00am</u>	<u>7:00am</u>	<u>7:00am</u>	<u>7:00am</u>	<u>7:00am</u>	<u>7:00am</u>	<u>7:00am</u>
PM	<u>8:00</u>	<u>8:00</u>	<u>12:00pm</u>	<u>12:00pm</u>	<u>12:00pm</u>	<u>12:00pm</u>	<u>12:00pm</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: Upfront

### 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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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.)

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## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Witten University	Indpls, Indiana	Grad	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." <i>Excel, Opera</i>		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:

*Banquet, Bar soft experienced - ATL license*

## 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 \_\_\_\_\_

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 \_\_\_\_\_

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 \_\_\_\_\_

*See Attached resume'* 2

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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: \_\_\_\_\_

## 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: Donisha Landale Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: 3

Name: Raymond Pashoff Telephone No. (317) 833-4903

Address \_\_\_\_\_

Occupation: Engineering Relationship: friend to work Number of Years Acquainted: 2

Name: Brian Tracy Telephone No. (816) 807-5109

Address \_\_\_\_\_

Occupation: Bar Tender Relationship: co-worker Number of Years Acquainted: 1

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

SL 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.

SL 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.

SL 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.

SL 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.

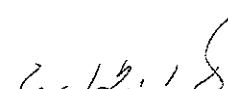
SL Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree 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



**Servers Test**

**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

C 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

O 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

D 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**

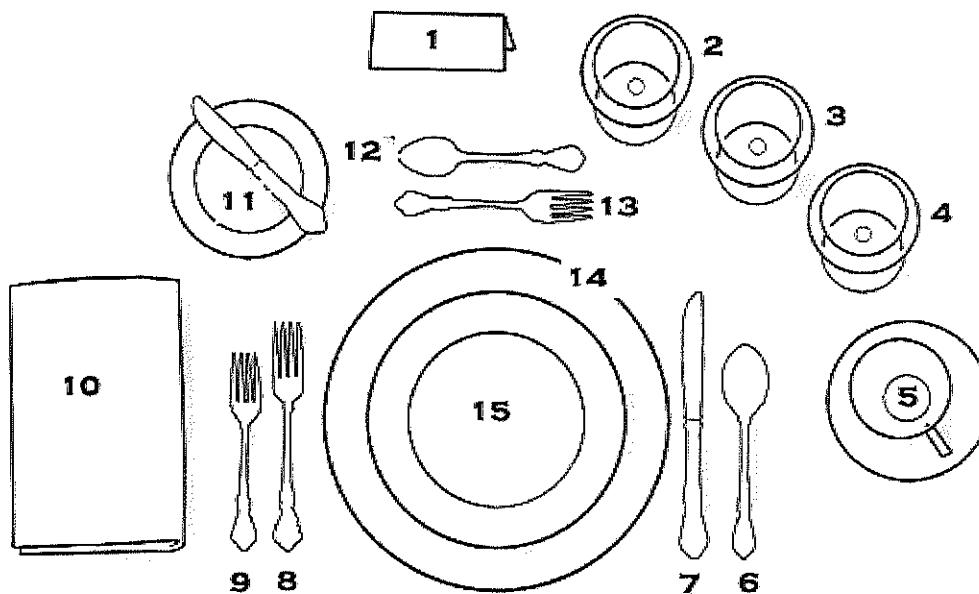
D Scullery  
E Queen Mary  
D Chaffing Dish  
C French Passing  
B Russian Service  
F Corkscrew  
C Tray Jack

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 \_\_\_\_\_

Score / 35

**Servers Test**



**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>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>1</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table. 1/2
2. Coffee and Tea service should be accompanied by what extras? Condiments
3. Synchronized service is when: moving as one unit
4. What is generally indicated on the name placard other than the name? Allergies- Food Type
5. The Protein on a plate is typically served at what hour on the clock? 6pm
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Right to kitchen, kitchen



**Case Verification Number: 2018163190836KM**

Report prepared: 06/12/2018

### **Company Information**

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### **Employee Information**

**Name:** Shurita Lawson

**Date of Birth:** 02/07/1978

**U.S. Social Security Number:** \*\*\*-\*\*-9505

**Employee's First Day of Employment:** 06/12/2018

**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:** 02/07/2023

**State:** Indiana

**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