

Interview Note Sheet

Applicant Information	
Name: <u>Shirley J. Foster</u>	Interviewer: <u>Diana Camera</u>
Date: <u>06/20/18</u>	Rate of Pay: \$ <u>\$9.25 2nd UP</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Geneva Abel</u>

Test Scores					
Server	24/35	83%	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 at 2 Corporate Cafeteria years ago, as a server.
 Interesting in cooking as a Buffet Server only.

P.O.S. Experience: Y / N details: _____

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool (Rider / Driver)

Regions Available to work:
<input checked="" type="radio"/> Kansas City, KS <input checked="" type="radio"/> Overland Park, Kansas <input checked="" type="radio"/> Kansas City, MO <input checked="" type="radio"/> Independence, MO

Certifications (if any)
<input checked="" type="checkbox"/> TIPS <input checked="" type="checkbox"/> Serv-Safe <input checked="" type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only

Uniforms Owned:
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input checked="" type="checkbox"/> Tuxedo <input checked="" type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/> Convention Candidate? <input checked="" type="checkbox"/> Other Languages Spoken: _____

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First and Last Name: SHIRLEY FOSTER
Email: raytownshirley@gmail.com
Phone number: 816) 699-5873

Working Experience:

Company Name: Office of Adjudication + Renew (ODAR)

Dates of Employment: 10/1989 - 5/2009

Job Responsibility:

- Prepared cases for hearings (gather medical records, prepare exhibits, ^{link + ship.} expert witnesses)
- Monitor Hearings, taking notes + take recording
- Order examinations, Request + Sent medical Records; Prepare Hearing Room
- Keep track of time worked + assure expert witnesses are paid.

Company Name: KCMO Police Dept

Dates of Employment: 9/86 - 10/89

Job Responsibility:

- Took Police offense + incident Reports.
- Input Data into Data Base Re: a variety of crimes in South Kansas City
- Monitor Police Activity in the field via Radio. Typed reports, memos, etc.
- Answered phones, issued citations for violations

Company Name: Dept. of Housing + Urban Development (HUD)

Dates of Employment: 3/87 - 5/88

Job Responsibility:

- Kept an updated data base on public housing annual contributions
- Worked on Section 8 financial statements + operating statements
- Searched files, logs + other sources to obtain needed information
- Prepared monthly reports to be forwarded to Headquarters.

Skills

- Poetry/Prose Writer
- office Equipment use
- Cooking/Serving
- Sewing

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 SHIRLEY J. FOSTER Date: 6/20/18
Home Telephone (816) 699-5873 Other Telephone () _____
Present Address 8607 CRESCENT AVE RAYTOWN (KC), MO 64138
Permanent Address, if different from present address: _____
Email Address raytownshirley@gmail.com

EMPLOYMENT DESIRED

Position applying for: Banquet Server Salary desired: _____

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 Geneva Abel 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? Right Away

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		8-noon	8-noon	8-noon	8-noon	8-noon	All
PM		12-12	12-12	12-midnight	12-midnight	12-midnight	Day

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

Geneva Abel, Rick Abel

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.)

Strenuous lifting for extended periods or ~~Repetitively~~ Repeatedly

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?
<i>Longview Community</i>	<i>Lees Summit, MD</i>	<i>AA</i>	<i>yes</i>
<i>GENTRY HIGH</i>	<i>Indianola, MS</i>	<i>Gen Diploma</i>	<i>yes</i>
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."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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."		<u>YES</u>	NO
Special: <i>Worked as Bar Waitress and Bus girl at Burneys Inn in Long Island</i> <i>Helped Set up tables at the Resort + Break them down!</i>			

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 X If so, may we contact your current employer? Yes No

Name and Address of Employer *OFFICE OF Disability Adjudication + Review (ODAR) Social Security*
(notense w/co)

Type of Business *Gov. Agency* Telephone No. *(816)* Supervisor's Name *Melanie Baker*

Your Position and Duties *Sr. Case Technician (Legal Assistant)*
All things to do with preparing + Seeing Cases through the Hearing process (SSA Disability)

Dates of Employment: From *10/89* To *5/29/09*

Reason for Leaving: *Retired*

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: _____

Name and Address of Employer _____

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Type of Business _____ 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: NO/NA

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: GENEVA Axel Telephone No. (816) 516-3008

Address _____

Occupation: _____ Relationship: FRIEND Number of Years Acquainted: 15?

Name: BERTHA LEE Packnett Telephone No. (816) 682-3352

Address _____ Grandview, MO

Occupation: Legal Asst (Sr. case Tech) Relationship: co-worker Number of Years Acquainted: 22?

Name: LOVIE PARSON Telephone No. (913) 596-1845

Address 2623 N. 83rd St, KCKS

Occupation: Retired Relationship: co-worker Number of Years Acquainted: 22?

Please Read Carefully, Initial Each Paragraph and Sign Below

sf 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.

sf 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.

sf 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.

sf 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.

sf 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 Foster

Date

6/20/18

Name Shirley J. Foster

Servers Test

Score / 35

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 dining 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

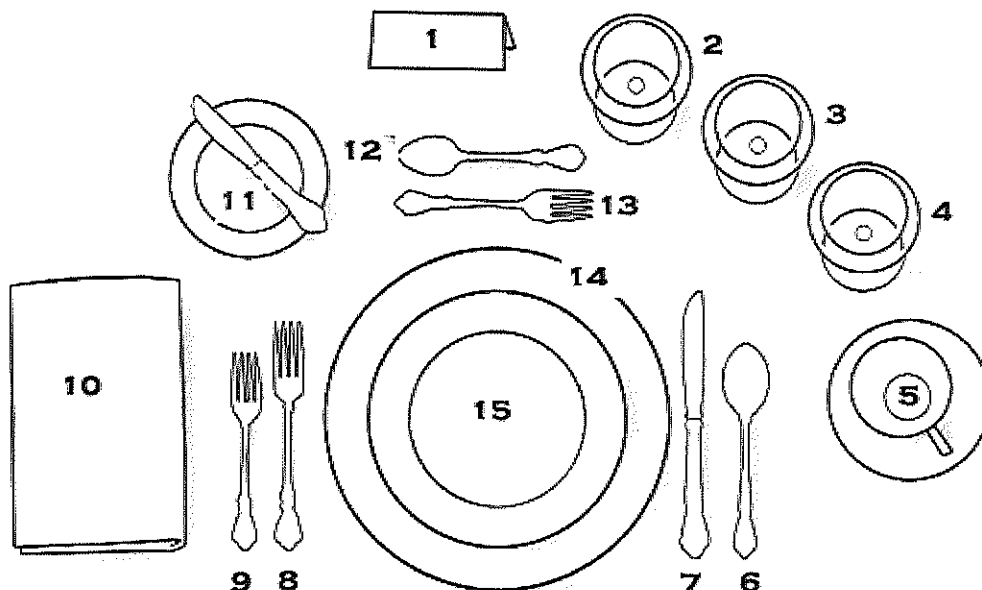
- D Scullery
E Queen Mary
A Chaffing Dish
B French Passing
G Russian Service
F Corkscrew
C Tray Jack

- ~~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 _____

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>2</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>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

- The utensils are placed _____ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream, Sugar, lemon?
- Synchronized service is when: Servers work in unison?
- What is generally indicated on the name placard other than the name? Individuals meal choice is meat or veg etc?
- The Protein on a plate is typically served at what hour on the clock? 9?
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
notify the chef?



Case Verification Number: 2018172154448JE

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: Shirley Foster

Date of Birth: 04/28/1945

U.S. Social Security Number: *-**-0250**

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: 04/28/2019

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