

Interview Note Sheet

Applicant Information

Name: Erika Collier-Schilling

Date: 07/20/2018

Position (s) Applied for: Cashier/concessions/server

Interviewer: Alaura

Rate of Pay:

Referred by: Lauryn Crawford

Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Knife Skills

Student @ UCSU
current schedule -

M & W 9AM - 10:15AM

3PM ~~4PM~~ - 5:45 PM

Total of _____ in Food Service

Campus Job

Tues 11AM - 130pm

M & W 1030AM - 12PM

Thurs 2PM - 430pm

Cuisines

Available to work on:

Tues, Thurs, Fri, Sat, Sun

preferably mid/evening/night shifts

Stations:

needs FHC

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

Transportation

Car

Public Transit

Carpool

Rider

/ Driver

Regions Available to work:

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

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:

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Your Hospitality Staffing Professionals

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 Gaia Collar-Schilling Date: 09/20/18
Home Telephone (415) 627-8193 Other Telephone (415) 351-3464
Present Address 457 South 10th Street, Apt. 2, San Jose, CA 95112
Permanent Address, if different from present address: 554 Ramsell Street, San Francisco, CA 94132
Email Address gaialealiki@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier & Server Salary desired: Minimum Wage

Are you currently registered with any staffing and/or employment agencies? If so, please list
None

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? Any day

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	10am	<u>6</u>	5pm	6pm	5pm	10am	10am
PM	11pm	<u>—</u>	11pm	17pm	11pm	11pm	11pm

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

PERSONAL INFORMATION

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Balboa High School	San Francisco, CA		Yes
San Jose State University	San Jose, CA	In progress	In progress
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 Student Assistant #1 Washington Square, San Jose CA 95192

Type of Business Office Telephone No. (408) 924-3818 Supervisor's Name Karen Wilcox

Your Position and Duties Customer service to SJSU students, faculty and staff, manage data, process incoming student data, overlook the office

Dates of Employment: From April 2013 To _____ Weekly Pay: Starting Minimum wage Ending _____

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Your Hospitality Staffing Professionals

Type of Business Office
Your Position and Duties Graded numerous assignments, filed and printed teacher's papers, organized teacher's office
Telephone No. (408) 924-7778 Supervisor's Name Richard Burkhard
Weekly Pay: Starting Minimum wage Ending \$13.50

Dates of Employment: From Aug 2017 To Dec 2017

Reason for Leaving: Didn't need me anymore

Name and Address of Employer Avira Palmer The Adventure School, SF CA

Type of Business Event Planning
Your Position and Duties Helped set up and take down high end events, signed people into events and parties, over looking event
Telephone No. (206) 890-4620 Supervisor's Name Avira Palmer

Dates of Employment: From Jan 2016 To Present Weekly Pay: Starting _____ Ending _____

Reason for Leaving: None

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: Richard Burkhard Telephone No. (408) 924-7778

Address 1 Washington Square San Jose, CA 95192

Occupation: Professor Relationship: Boss Number of Years Acquainted: 1

Name: Avira Palmer Telephone No. (206) 890-4620

Address The Adventure School, San Francisco, CA

Occupation: CEO Relationship: Boss Number of Years Acquainted: 3

Name: _____ Telephone No. (____)

Address _____

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

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Your Hospitality Staffing Professionals

Cashier Test

Score / 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

- B 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

- 6) What is the current sales tax rate in your city? 3.00 %

$$\begin{array}{r} 1.00 \\ 1.25 \\ \hline 2.25 \\ - 2.94 \\ \hline 7.06 \end{array}$$

- 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

2.94

- B 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

$$\begin{array}{r} 10.50 \\ 10.50 \\ \hline 21.00 \\ + 14.50 \\ \hline 35.50 \end{array}$$

21.

$$\begin{array}{r} 50.00 \\ - 35.50 \\ \hline 14.50 \end{array}$$

$$\begin{array}{r} 7.25 \\ 7.25 \\ \hline 14.50 \\ + 35.50 \\ \hline 50.00 \end{array}$$

- 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

$$\begin{array}{r} 3.75 \\ + 4.25 \\ \hline 8.00 \end{array}$$

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?

- ☒ a) \$20, \$50, \$100
- ☐ b) \$10, \$20, \$50
- ☐ c) \$5, \$50, \$100
- ☐ d) \$10, \$20, \$50

A

12) How many times should you count change when giving it to the customer?

- ☒ a) one
- ☐ b) two
- ☐ c) three
- ☐ d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21+

14) What are the acceptable forms of ID for alcohol purchases? Drivers License or ID

15) How many \$20 bills are in a bank band? 10

1/20/2019

Servers Test

Name Gaia Collar

Score / 35

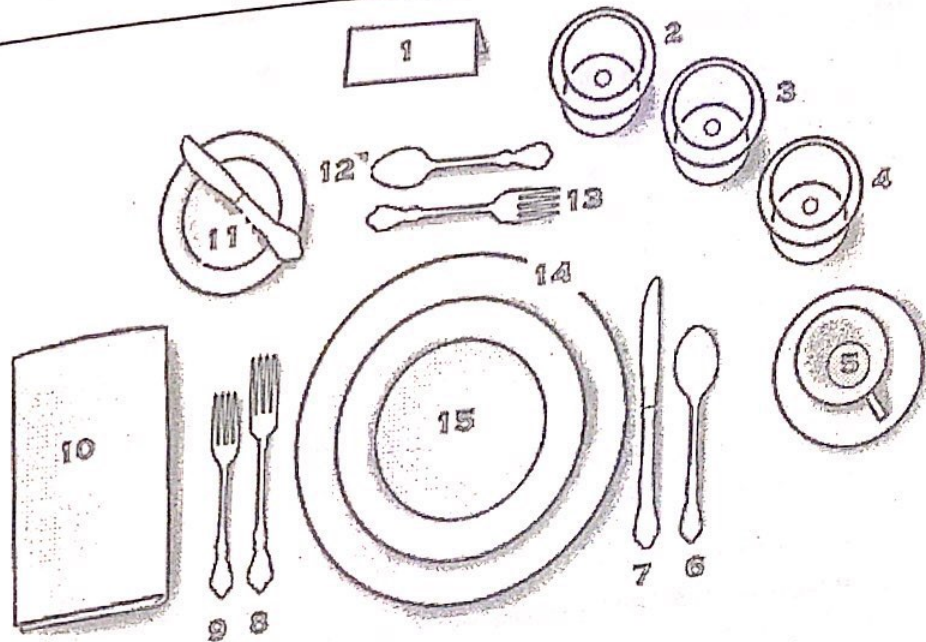
Multiple Choice

- 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
- A 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
- A 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 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

- | | |
|--------------------------|---|
| <u>D</u> Scullery | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | <u>B</u> 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>A</u> Chaffing Dish | <u>C</u> Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | <u>D</u> Area for dirty dishware and glasses |
| <u>B</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <u>F</u> Used to open bottles of wine |
| <u>C</u> Tray Jack | <u>G</u> Style of dining in which the courses come out one at a time |

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>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 3 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar & Milk
- Synchronized service is when: Organized service
- What is generally indicated on the name placard other than the name? Occupation
- The Protein on a plate is typically served at what hour on the clock? 7 pm
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Let the chef know