

Interview Note Sheet

Applicant Information	
Name: <u>Elena Kaptay</u>	Interviewer: <u>Alaura</u>
Date: <u>01/25/2018</u>	Rate of Pay:
Position (s) Applied for: <u>Cashier/Concession</u>	Referred by:

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

 Employment Status:
 Full-Time
 Part-Time

Relevant Experience & Summary of Strengths					
<u>Knife Skills</u> <u>@ Party Staff & Food + Beverage Innovation</u> Total of _____ in Food Service <u>@ Veterinarian clinic P/T</u> <u>Cuisines</u> go to Hartnell in Salinas - mostly online					
1	2	3	4	5	6
<u>Stations:</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100					
<u>P.O.S. Experience:</u> Y / N details: _____					
<u>Transportation</u> <input checked="" type="checkbox"/> Car Public Transit Carpool (Rider / Driver)					
<u>Regions Available to work:</u> SF City SF North SF Peninsula East Bay Outer East Bay San Jose South San Jose SJ Peninsula					
<u>Certifications (if any)</u> TIPS Serv-Safe LEAD Other <u>FHU</u> Will Submit					
<u>Availability</u> <input checked="" type="checkbox"/> Open AM only PM only Weekdays only Weekends only					
<u>Details:</u> _____					
<u>Uniforms Owned:</u> 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: _____					
<u>Would you recommend this applicant for Acrobat Academy?</u>			<u>Convention Candidate?</u>		<u>Other Languages Spoken:</u>

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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.

Full Name Elena A. Kaploy PLEASE PRINT Date: 8-25-18
 Home Telephone _____ Other Telephone (831) 566-7409
 Present Address 19745 Wild Pinto Way
 Permanent Address, if different from present address: _____
 Email Address Kaploy79@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server

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

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 _____

Other Web Posting Other Source Newspaper Job Fair Agency Company Website

Could you work overtime, if necessary? Yes No If hired, on what date could you start working? September 29

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							
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.)

Pursuant to the San Francisco Fair Chance Ordinance, 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?
Monte Vista Christian	Wichita, Ks	High School Diploma	Yes
Hartnell College	Salinas, Ca	Enrolled	Not yet
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, powerpoint, excel			

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 The Party Staff, 286 E. Hamilton Ave, Campbell,

Type of Business Staffing Telephone No. () Supervisor's Name Vanessa
Your Position and Duties Server, serving, busser, dishwashing (Castro)
Setup, breakdown, and beer tap.

Dates of Employment: From July 2018 To Present Weekly Pay: Starting \$15 Ending _____

Reason for Leaving: _____

Name and Address of Employer Del Mar Pet Hospital, Sunset Way Apartments

Type of Business Pet Hospital Telephone No. (831) 4688-9 Supervisor's Name Sabrina
Your Position and Duties Veterinary Nurse Assistant, Gonzalez
the care of cats and dogs under Dr. supervision

Dates of Employment: From May 2013 To Present Weekly Pay: Starting \$10.5 Ending \$14.50

Reason for Leaving: _____

Name and Address of Employer _____