

# Interview Note Sheet

## Applicant Information

Name: <u>Barbara Hobbs</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>10/05/18</u>	Rate of Pay: <u>\$10 and up</u>
Position (s) Applied for: <u>Server, Bartender.</u>	Referred by: <u>W21h IN</u>

## Test Scores

Server	<u>31</u> /35	<u>88</u> %	Bartender	<u>26</u> /35	<u>74</u> %
Prep Cook	<u>/15</u>	<u>%</u>	Barista	<u>/15</u>	<u>%</u>
Grill Cook	<u>/40</u>	<u>%</u>	Cashier	<u>/15</u>	<u>%</u>
Dishwasher	<u>/10</u>	<u>%</u>	Housekeeping	<u>/16</u>	<u>%</u>

Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

Worked at Aldi as a manager.

Worked at Payless.

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:

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Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Barbara Hobbs

Email: Hobbs2003acox@gmail.com

Phone number: (816) 209-9796

## Working Experience:

Company Name: MHS

Dates of Employment: 11/2011 - Current

Job Responsibility:

- Implemented and supported the patient care plan
- Handled housekeeping tasks and daily errands
- Facilitated daily ambulation and exercise
- 

Company Name: Aldi

Dates of Employment: 08/2015 - 03/2016

Job Responsibility:

- Maintained store policies, customer services, and register ~~open~~ <sup>Operations</sup>
- Managed deposits and inventory
- Performed store preparations and set ~~goals~~ for the company's sales
- 

Company Name: Payless

Dates of Employment: 05/2012 - 08/2015

Job Responsibility:

- Provide extensive customer service while assisting customers with purchases
- Handle daily deposits, exchanges and returns.
- Promote store displays and suggesting sales promotions.
- 

## Skills

- Certified Phlebotomist
- CPR Certified
- Certified Nurse Assistant
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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.

### PLEASE PRINT

Full Name Barbara Lynette Hobbs Date: 10/05/2018  
 Home Telephone (816) 209-9796 Other Telephone ( )  
 Present Address 70416 Woodson Rd. Raytown MO 64133  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Hobbs20032005@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server / Bartender Salary desired: Negotiable \$11.50

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

No

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 Chitonia Harrington 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? 10/12/18

*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 <u>AVAILABLE</u> <u>DAILY</u>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	Open	Not available	Not available	Not available	Not available	Open	Open
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

Chitonia Harrington Friend

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?
Sikeston Senior High	Sikeston Mo		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: Computer CNA & MA			

## 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 Midwest Healthcare Services

Type of Business Healthcare Telephone No. (913) 943-3334 Supervisor's Name Michelle

Your Position and Duties CNA / Implemented and Supported the patient care plan. Handled housekeeping tasks and daily errands

Dates of Employment: From 11/2014 To Current

Reason for Leaving: Currently Working

Name and Address of Employer A&D: 4805 State Ave Kansas City, KS 64102

Type of Business Retail Telephone No. (913) 448-4801 Supervisor's Name James English

Your Position and Duties Cashier / Customer Service Maintained store policies and register operations

Dates of Employment: From 08/2015 To 03/2016

Reason for Leaving: School

Name and Address of Employer Payless ShoeSource 11216 E Meyer Blvd

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Your Hospitality Staffing Professionals

Type of Business Retail

Telephone No. (84) 444-7533 Supervisor's Name Terri Beach

Your Position and Duties Provide extensive customer service while assisting customers with purchases. Handled daily deposits, exchanges, and return.

Dates of Employment: From 05/2012 To 08/2015

Reason for Leaving: Resign

Name and Address of Employer H+H Color Lab

Type of Business Manufacture Telephone No. (816) 358-6017 Supervisor's Name —

Your Position and Duties Light Assembly. Assemble parts on different materials

Dates of Employment: From 10/2014 To 12/2014

Reason for Leaving: Temp work

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 ✓

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: Terrie Barnes

Telephone No. (913) 449-6395

Address \_\_\_\_\_

Occupation: Cna

Relationship: Manager

Number of Years Acquainted: 2

Name: Phillipis Kalpatrick

Telephone No. (402) 210-7154

Address \_\_\_\_\_

Occupation: Cna

Relationship: Manager

Number of Years Acquainted: 2

Name: Summer Hardin

Telephone No. (816) 914-4733

Address \_\_\_\_\_

Occupation: Retail

Relationship: Co-worker

Number of Years Acquainted: 8

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

BH 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.

BH 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.

BH 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.

BH 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.

BH 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 Bethune Hoss

Date 10/05/2018

**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

or 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

88%

**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

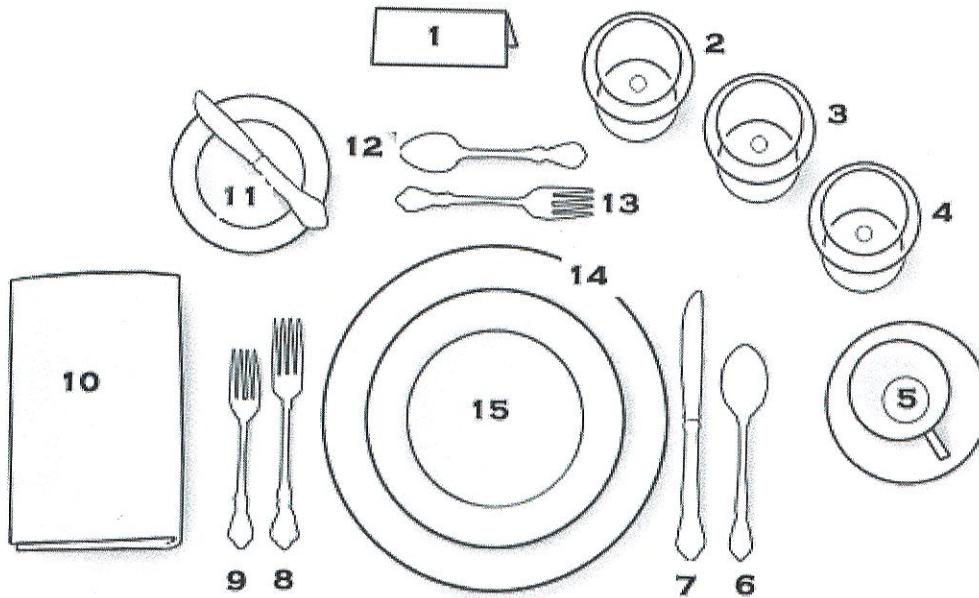
F. Used to open bottles of wine

C Tray Jack

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

Name \_\_\_\_\_  
Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>4</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> <del>16</del>	Teaspoon	<u>4</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u> <del>12</del>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>2</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ 1/2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream + Sugar.
3. Synchronized service is when: the table is served at the same time.
4. What is generally indicated on the name placard other than the name? Company's name.
5. The Protein on a plate is typically served at what hour on the clock? 6.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Address/inform the food director.

9

74%.

Multiple Choice (6 points)

B 1) Carbonation \_\_\_\_\_ the rate of intoxication.  
 a) Slows down  
 b) Speeds up  
 c) Does nothing to

B 2) What are the six most commonly used spirits?  
 a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice  
 b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila  
 c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel  
 d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

B 3) You can accept an expired ID as long as all other information is correct.  
 a) True  
 b) False

A 4) If someone has had too much to drink, serving them coffee will help sober them up.  
 a) True  
 b) False

D 5) What are the acceptable forms of ID for Alcohol Consumption?  
 a) State or Government Issued ID Card or Drivers License  
 b) Passport or Passport ID Card (as long as it lists the person's date of birth)  
 c) School ID or Birth Certificate  
 d) A & B  
 e) A, B & C

B 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.  
 a) True  
 b) False

Vocabulary (9 points)

Match the word to its definition

I "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

E Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

C "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

A Muddler

d.) To pour  $\frac{1}{2}$  oz of a liquor on top

B Strainer

e.) Used to measure the alcohol and mixer for a drink

E Jigger

f.) Used to mix cocktails along with a pint glass and ice

G Bar Mat

g.) Used on the bar top to gather spills

D "Float"

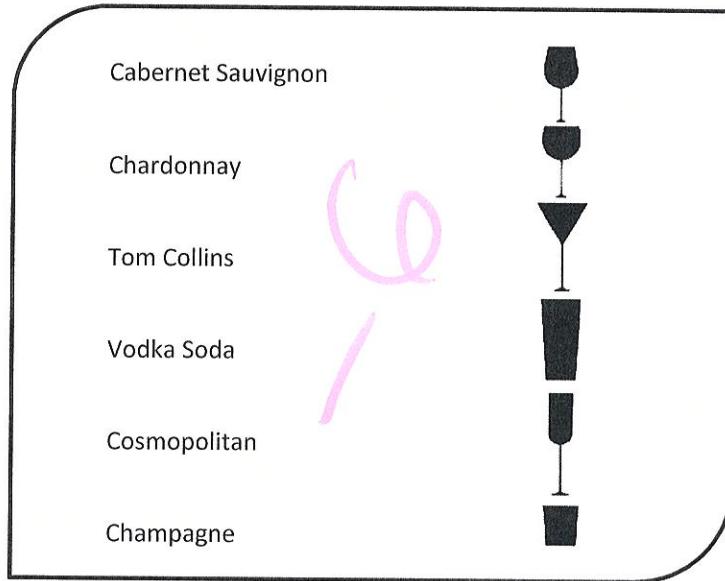
h.) Requesting a separate glass of another drink

H "Back"

i.) Means to serve spirit room temperature in a rocks glass with no ice

**Glassware** (6 points)

Match the correct glass to the drink



**Answer and Question** (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): • ciroc • Patron  
• Vodka, tequila, crown Royal

What are the ingredients in a Manhattan? Whiskey, bourbon

What are the ingredients in a Cosmopolitan? 1/2 oz Fresh lime juice, 1oz cranberry juice, 1/2 oz Cointreau

What are the ingredients in a Long Island Iced Tea? Vodka, gin, rum, triple sec, with 1/2 sour mix and splash of cola

What makes a margarita a "Cadillac"? \_\_\_\_\_

What is simple syrup? Make the drink sweet

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

No cross contamination

What should you do if you break a glass in the ice? Empty the ice bin then replace it

When is it OK to have an alcoholic beverage while working? Never

What does it mean when a customer orders their cocktail "dirty"? Garnish with olive

What are the ingredients in a Margarita? tequila, orange liqueur, and lime juice

# Case Verification Number: 2018281204335EF

Report prepared: 10/08/2018

## Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

## Employee Information

**Name:** Barbara Hobbs

**Date of Birth:** 02/16/1987

**U.S. Social Security Number:** \*\*\*-\*\*-1309

**Employee's First Day of Employment:** 10/08/2018

**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

**Document Subtype:** Driver's License

**Document Number:** \*\*\*\*\*7014

**Expiration Date:** 02/16/2021

**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