

Interview Note Sheet

Applicant Information

| | |
|--------------------------------------|------------------------------------|
| Name: <u>Carri Vanitee Keurse</u> | Interviewer: <u>Carri Berluse</u> |
| Date: <u>10/9/2018</u> | Rate of Pay: <u>Open</u> |
| Position (s) Applied for: <u>Amy</u> | Referred by: <u>Douglas Blount</u> |

Test Scores

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Fast food
Team Leader
Server
Cashier

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

| | | | | |
|-------------------------|---------|---------|---------------|---------------|
| <u>Open</u> Details: | AM only | PM only | Weekdays only | Weekends only |
|-------------------------|---------|---------|---------------|---------------|

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: Vanitee Kearse
Email: Vanitee86Kearse@gmail.com
Phone number: 210 890-0032

Working Experience:

Company Name: Frontier Burger
Dates of Employment: 02/14/18 09/10/18

Job Responsibility: Team member

- taking orders / cash handling
- Preparing shakes /smoothies
- running food
- Stocking supplies

Company Name: Order-up
Dates of Employment: 06/29/17 02/11/18

Job Responsibility: shift lead

- opening the store /preparing for the day
- Assign shifts
- stocking, cleaning, turnlights on
- being cashier until people come home

Company Name: T.G. I Fridays
Dates of Employment: 08/29/16 02/28/17

Job Responsibility: server

- Greeting customers
- seating them
- bring drinks/take orders
- ensuring them the best experience

Skills

- cash handling
- working hospitality
- Great Customer Services
- Outgoing Personality

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 Vanitee Elaine Kearse Date: 10/08/2018
 Home Telephone (210) 840-0032 Other Telephone ()
 Present Address Tulsa Cove 6705 Austin TX 78723
 Permanent Address, if different from present address: 7923 Corona Ridge San Antonio TX
 Email Address Vanitee&leKearse@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier, Housekeeping, etc Salary desired: 10 - 12

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

Staff force

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 Doug Blunt 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? 10/10/18

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 | <u>9am - 5pm</u> | | |
| 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 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? |
|--|----------------|---------------------------|-------------------|
| Sam Houston | San Antonio TX | Diploma | 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: Food handlers, THBC | | | |

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 Frontier Burger 838 NE Loop 410 SA TX 78209

Type of Business Food Telephone No. (210) 932-8040 Supervisor's Name Scott

Your Position and Duties Cashier - Drive thru, host taking orders, preparing food, stocking supplies

Dates of Employment: From 02/18 To 09/18

Reason for Leaving: Moved to Austin

Name and Address of Employer Order-up 999 E basse

Type of Business Food Telephone No. (210) 824-9600 Supervisor's Name Jeremy

Your Position and Duties Shift lead - opening store, preparing for day making sure everything is in place and assign resigars

Dates of Employment: From 06/17 To 02/18

Reason for Leaving: Personal Issues

Name and Address of Employer Garden Inn Hotel

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Type of Business Hotel

Telephone No. (210) 1696-3500

Supervisor's Name Misty

Your Position and Duties House Keeper, Sweep, Vacuum, dust, clean restrooms
make beds, stock supplies when needed

Dates of Employment: From 03/17 To 05/17

Reason for Leaving: Car broke too far to catch the bus

Name and Address of Employer TGI fridays

Type of Business Food

Telephone No. (210) 337-3333

Supervisor's Name Terry

Your Position and Duties Server: Greet/sit customers, bring drinks, take
orders, bus tables, run food and clean tables

Dates of Employment: From 08/16 To 02/17

Reason for Leaving: Better opportunity

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: Krystal Lewis Telephone No. (210) 649-0322

Address N/A

Occupation: Server Relationship: None Number of Years Acquainted: 10

Name: Dunane Snipe Telephone No. (210) 363-3591

Address N/A

Occupation: Counselor Relationship: None Number of Years Acquainted: 3

Name: John Toney Telephone No. (210) 462-3591

Address N/A

Occupation: Manager Relationship: None Number of Years Acquainted: 5

Please Read Carefully, Initial Each Paragraph and Sign Below

VK 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.

VK 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.

VK 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.

VK 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.

VK 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 Vanita Keuse

Date 10/08/18