

# Interview Note Sheet

## Applicant Information

Name: Wendy Sitzmire	Interviewer: Diana Zamora
Date: 10/11/18	Rate of Pay: \$10 and up
Position (s) Applied for: Server	Referred by: The Start

## Test Scores

Server	24 /35	68 %	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

Worked at all teams. As a Server and bartender.

Owes a Family Restaurant years ago.

Has 24 years of food & bev. Experience.

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: WENDY SITZMORE  
Email: WendySitzmore5@gmail.com  
Phone number: 781-738-7058

### Working Experience:

Company Name: Indian Hills

Dates of Employment: 1989 - 1996

Job Responsibility:

- OWNER
- open/close procedures
- Cook/waitress
- Buy food/order supplies/ hire cooks & waitresses

Company Name: Golden Corral

Dates of Employment: 1996 / 2001

Job Responsibility: SERVER/ prep COOK/ CASHIER

- Wait Tables
- prep salads
- run register
- Line cook

Company Name: PADAS Seafood

Dates of Employment: 2001 - 2006

Job Responsibility:

- SERVER
- BARTENDER
- prep cook
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### Skills

- Good public relations
- I know how to talk to the guest
- Room Awareness
- Quick on the floor
- Team player
- Always wanting to learn more

## 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 WENDY SITZMORE Date: 10/9/18  
 Home Telephone ( 918 ) 738-7058 Other Telephone ( 816 ) 738-7058  
 Present Address 918 E. 9th St  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address wendysitzmore 5@gmail.com

### EMPLOYMENT DESIRED

Position applying for: BARTENDER / SERVER Salary desired: 12.00  
 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 \_\_\_\_\_ 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? immediately

*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
	<u>8:00-6:00</u>						
AM	<u>8:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>
PM	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>

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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Your Hospitality Staffing Professionals

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?
Venice High	Venice California	9th	No
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: *My mother & I owned 2 restaurants of our own so I started the food and BEVERAGE Business at 18. Been in it All my Life.*

## 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 All Team Staffing

Type of Business Temp Service Telephone No. (816) 756-3233 Supervisor's Name DAWN

Your Position and Duties BARTENDER / SERVER

*Set up Keep guest satisfied with what they needed. / Run Food / Bus TABLES*

Dates of Employment: From 9/5 To 10/6

Reason for Leaving: *she would schedule me to be at a venue @ 5:00 AM & the Bus didn't run that early.*

Name and Address of Employer Propas Set Food

Type of Business Restaurant Telephone No. (281) 446 7707 Supervisor's Name DAN Ritter

Your Position and Duties SERVER / Compute orders into computers

*Get BAR drinks, Run Food, Are BUS TABLES*

Dates of Employment: From 2002 To 2006

Reason for Leaving: *Mother had open heart SURG, I had to take care of her*

Name and Address of Employer Self

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Type of Business Hospitality Staffing Professional Telephone No. (936) 967-3689 Supervisor's Name SLH

Your Position and Duties Make Beds on houses. Keep Carpet Machines in good condition. Train workers. Clean & Detail Complete Home Carpet.

Dates of Employment: From 2006 To 2010

Reason for Leaving: ~~Transportation~~ Transportation

Name and Address of Employer TACO BELL

First Card Telephone No. 931-321-4166 Supervisor's Name Katherine Whi

Type of Business Fast Food Telephone No. (934) 337-4166 Supervisor's Name Kathy White

Your Position and Duties Right Angle Trainer, setting all openers & closing windows, working the line, the Drive-through window and front counter. Inventory

Dates of Employment: From 3/30/10 To 10/2010

Reason for Leaving: Got Better Job

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

Have you obtained any specimens? If so, describe:

## JOB RELATED REFERENCES

I list below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Dorothy Harper Telephone No. (970) 440 0240

Address \_\_\_\_\_

Occupation: Retired Relationship: friend Number of Years Acquainted: 2

Name: Carolyn Penning Telephone No. (936) 295-7005

Name: John Henry

Address: \_\_\_\_\_ Occupation: House Cleaning Bus. Relationship: Friend Number of Years Acquainted: 16

Occupation: Food Marketing Sales Relationship: Spouse  
Name: Bob D. Dickey Telephone No. (312) 422-5797

Name: John & Nancy Telephone No. (514) 494-1234  
Address: 123 Main Street, Anytown, USA

Address \_\_\_\_\_  
Occupation \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 35

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

*WJ* 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.

*WJ* 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.

*WJ* 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.

*WJ* 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.

*WJ* 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



Date

10/9/18

**Servers Test**

**Multiple Choice**

D 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

D 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

B 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

A 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

68%

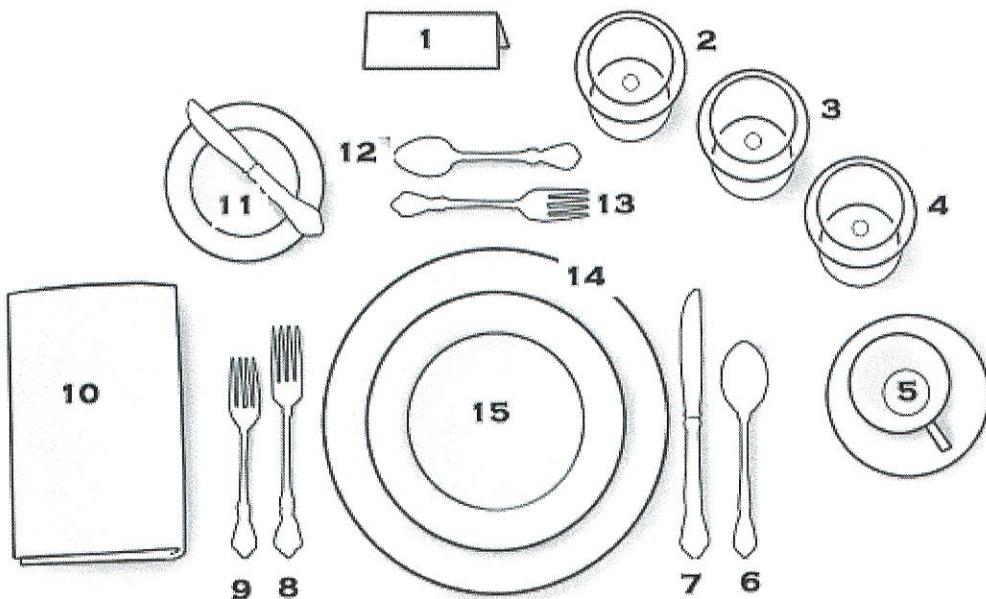
**Match the Correct Vocabulary**

D Scullery  
B Queen Mary  
A Chaffing Dish  
F French Passing  
B 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 Wendy Sitmore Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>1</u>	Name Place Card
<u>6</u>	Teaspoon
<u>13</u>	Dessert Fork
<u>6</u>	Soup Spoon
<u>15</u>	Salad Plate
<u>4</u>	Water Glass

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>3</u>	Wine Glass (Red)
<u>9</u>	Salad Fork
<u>14</u>	Service Plate
<u>2</u>	Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? CREAM & SUGAR CADDIES
3. Synchronized service is when: EVERYONE IS DOING THE SAME STEP AT THE SAME TIME
4. What is generally indicated on the name placard other than the name? SPECIFIED ENTREE OR VEGETARIAN
5. The Protein on a plate is typically served at what hour on the clock? 7:00 PM
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
GO TO THE EXPIITOR & ASK FOR ONE, AFTER YOU EXPLAIN TO THE GUEST IT MIGHT JUST TAKE A FEW MINUTES.

# Case Verification Number: 2018284152459KG

Report prepared: 10/11/2018

## Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

## Employee Information

**Name:** Wendy Sitzmore

**Date of Birth:** 10/22/1961

**U.S. Social Security Number:** \*\*\*-\*\*-2161

**Employee's First Day of Employment:** 10/11/2018

**Citizenship Status:** U.S. Citizen

## Document Information

**List B Document:** ID card issued by a U.S. federal, state or local government agency

**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