

## Interview Note Sheet

Applicant Information	
Name: <u>Wendy Sitzmore</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>10/11/18</u>	Rate of Pay: <u>\$10 and up</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>he Start</u>

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
<p style="text-align: right;"><i>Total of _____ in Food Service/Hospitality</i></p> <p><u>worked at all teams. As a server and bartender.</u></p> <p><u>Owens a Family restaurant years ago.</u></p> <p><u>Has 24 years of food &amp; Bev. Experience.</u></p>
P.O.S. Experience: Y / N details: _____

Transportation
Car <u>Public Transit</u> Carpool ( Rider / Driver )

Regions Available to work:
<u>Kansas City,KS</u> <u>Overland Park,Kansas</u> <u>Kansas City,MO</u> <u>Independence,MO</u>

Certifications (if any)
TIPS      Serv-Safe      LEAD      Other _____      Will Submit

Availability
<u>Open</u> AM only      PM only      Weekdays only      Weekends only

Details: \_\_\_\_\_

Uniforms Owned:
Bistro <u>Black Bistro</u> Tuxedo      1/2 Tuxedo      Black Vest <u>Long Black Tie</u> Chef Coat      Chef Pants      Knives <u>Black Pants</u> <u>Non-Slip Shoes</u> Bow Tie      Other: _____

Would you recommend this applicant for Acrobat Academy?	<u>Convention Candidate?</u>	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: 816-738-7058

## 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/PEP COOK/CASHIER

- WAIT TABLES
- PREP SALADS
- RUN REGISTER
- LINE COOK

Company Name: PAPAS & FOOD

Dates of Employment: 2001-2006

Job Responsibility:

- SERVER
- BARTENDER
- PREP COOK
- 

## 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

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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 WENDY SITZMORE Date: 10/9/18  
Home Telephone ( ) NA Other Telephone ( 816 ) 738-7058  
Present Address 918 E 9th St  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address wendysitzmore5@gmail.com

### EMPLOYMENT DESIRED

Position applying for: BARLENDER / 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
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 ☐



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?
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 Tamp service Telephone No. ( 816 ) 756-3233 Supervisor's Name DAWN

Your Position and Duties BARTENDER / SERVER

SELF 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 Pappas Seafood

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

Your Position and Duties SERVER / compute orders into computers

Get BAL DRINKS, Run Food, the BUS TABLES

Dates of Employment: From 2002 To 2006

Reason for Leaving: mother had open heart SURGERY, I had to take care of her

Name and Address of Employer SELF

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Your Hospitality Staffing Professionals

Type of Business House & Carpet Rental Telephone No. (936) 967-3689 Supervisor's Name Self  
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

Name and Address of Employer TACO BELL

Type of Business Fast Food Telephone No. (936) 327-4166 Supervisor's Name Kathy White

Your Position and Duties Night mgr. Trainee, learning all opening & closing procedures  
working the line, the drive through window and front counter. Inventory

Dates of Employment: From 5/2010 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 ☒

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: 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  
Address: \_\_\_\_\_

Occupation: House cleaning Bus Relationship: Friend Number of Years Acquainted: 16

Name: Ron D'Alto Telephone No. (310) 422-5797  
Address: \_\_\_\_\_

Occupation: retired 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** Wade Schmo **Date** 10/9/18

Name Wendy Sizemore Score 24 / 35

## 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 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

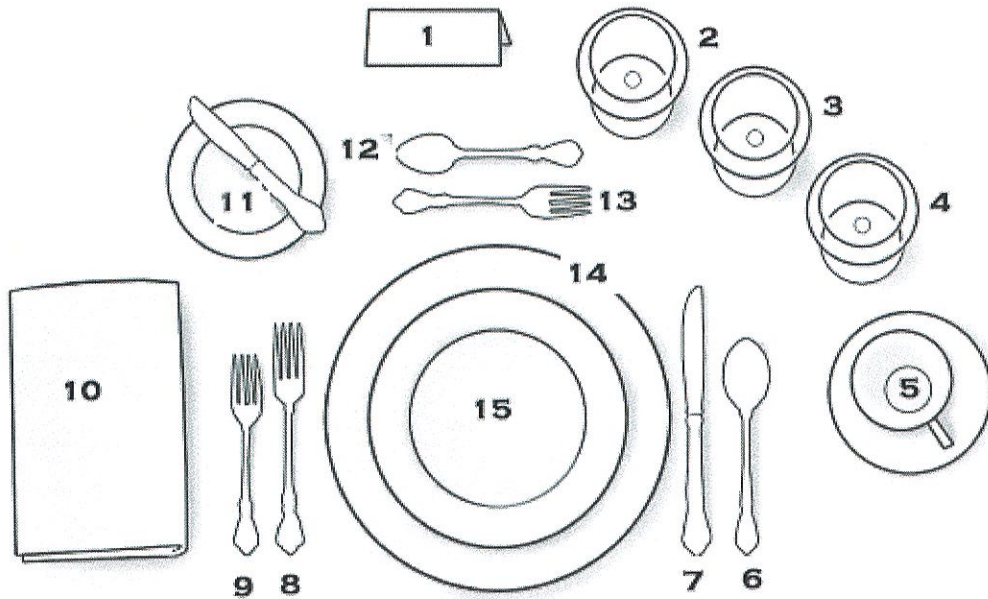
### Match the Correct Vocabulary

- D Scullery  
B Queen Mary  
A Chaffing Dish  
E 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 Sitamore  
Servers Test Score / 35



**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>6</u>  | Teaspoon              | <u>3</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>2</u>  | Wine Glass (White)           |
| <u>4</u>  | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed 2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream & sugar cookies time
- Synchronized service is when: everyone is doing the same step @ the same time
- What is generally indicated on the name placard other than the name? specified entree/or if there
- The Protein on a plate is typically served at what hour on the clock? 7:00 pm
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Go to the expiditor & 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