

Interview Note Sheet

Applicant Information

Name: <u>Wendy</u>	Interviewer: <u>Steven</u>
Date: <u>11/18/13</u>	Rate of Pay: <u>\$ 10</u>
Position(s) Applied for: <u>Server</u>	Referred by:

Test Scores						Seeking:
Server	/35	74 %	Bartender	/35	%	Full-Time
Prep Cook	/20	%	Barista	/15	%	Part-Time
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	/14	%	

Relevant Experience & Summary of Strengths					
<i>Total of _____ in Food Service/Hospitality</i>					
<p><u>Wendy</u> -</p> <p>Experience in banquet events,</p> <ul style="list-style-type: none"> - catering - Food running - cashier 					

P.O.S. Experience: Y / N details: _____

Transportation				
<input checked="" type="checkbox"/> Car	Public Transit	Carpool (Rider / Driver)		

Regions Available to work				
<input checked="" type="checkbox"/> Kansas City, KS	<input checked="" type="checkbox"/> Overland Park, Kansas	<input checked="" type="checkbox"/> Kansas City, MO	<input checked="" type="checkbox"/> Independence, MO	

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

Availability				
<input checked="" type="checkbox"/> 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 Cole
Email: Zoedee20@gmail.com
Phone number: 913-563-0933

Working Experience:

Company Name: Judy Horley

Dates of Employment: 2015 to present

Job Responsibility:

- mostly doing shopping errands
- personal shopper , very little work with her lately
-

Company Name: Jessica Elena

Dates of Employment: 2007 to present

Job Responsibility:

- Personal Assistant -
- mostly computer work, errands,
- anything that is needed but not much work is available now.

Company Name: OIS Services

Dates of Employment: 2005-2007

Job Responsibility:

- some Banquets, catering services.
- some cashiering, computers - data entry,
- the work varied.

Skills

- Banquets
- cashiering
- Catering
- Computers

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 Darnell Cole Date: 11-12 - 2018
 Home Telephone (913) Other Telephone (913) 563-0933
 Present Address P. O. Box 172135, Kansas City, Kansas 66117
 Permanent Address, if different from present address: _____
 Email Address zoedee20@gmail.com

EMPLOYMENT DESIRED

Position applying for: Banquets Salary desired: \$13⁵⁰ hourly
 Are you currently registered with any staffing and/or employment agencies? If so, please list
ND

Are you applying for: Full-time work? Yes No Part-time work? Yes No other
 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 cannot remember 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? within a few days

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>8a</u>	<u>10p</u>	<u>8a</u>	<u>8a</u>	<u>8a</u>	<u>8a</u>	<u>9a</u>
PM	<u>8</u>	<u>10p</u>	<u>10p</u>	<u>10p</u>	<u>10p</u>	<u>10p</u>	<u>10p</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
ND

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 *Presently car problems but soon I will repair my car or buy another one*
 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.) _____

N/A

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?
FHHS,	Arz	12th	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".			
Are you computer literate? If so, list software knowledge under "Special." <i>Word, Excel, Powerpt</i>		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: <i>Server, Bussier, Cashiering, catering</i>			

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 *Judy Homely*

Type of Business *An individual* Telephone No. (816) 447-7942 Supervisor's Name *Judy*

Your Position and Duties *mostly doing errands*

Dates of Employment: From 2015 To Present

Reason for Leaving: *not leaving, just not enough work available*

Name and Address of Employer *Jessica Leena*

Type of Business *Individual* Telephone No. (816) _____ Supervisor's Name *Jessica*

Your Position and Duties *Computers, answering, & returning calls mostly, a personal assistant*

Dates of Employment: From 2007 To Present

Reason for Leaving: *not leaving just very few hours of work available*

Name and Address of Employer _____

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Your Hospitality Staffing Professionals

Type of Business _____

Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____

Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

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: Jessica Keena Telephone No. (816) _____

Address 138th street KC, MO _____

Occupation: Business woman Relationship: employee Number of Years Acquainted: 12 years

Name: Judy Hornely Telephone No. (816) 447-7942 _____

Address 39th street KC, MO _____

Occupation: employed as unemployed Relationship: employee Number of Years Acquainted: 10

Name: Jorge Rosa Telephone No. (816) _____

Address 14th street KC, MO _____

Occupation: laborer Relationship: friend Number of Years Acquainted: 10

Please Read Carefully, Initial Each Paragraph and Sign Below

WC

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.

WC

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.

WC

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.

WC

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.

WC

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

Wendy Cole

Date

11-12-2018

Servers Test

73/1

Multiple Choice

A 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

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

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

Match the Correct Vocabulary

E Scullery
A Queen Mary
D Chaffing Dish
B French Passing
G 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



Case Verification Number: 2018316232158MG

Report prepared: 11/12/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Wendy Cole

Date of Birth: 09/02/1962

U.S. Social Security Number: ***-**-8457

Employee's First Day of Employment: 11/12/2018

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: *****6009

Expiration Date: 09/02/2022

State: Missouri

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Steven Gonzalez

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close