

Interview Note Sheet

Applicant Information	
Name: <u>Steven Gonzalez</u>	Interviewer: <u>Steven G</u>
Date: <u>11/13/18</u>	Rate of Pay: \$ <u>11</u>
Position (s) Applied for: <u>Server / Food Runner</u>	Referred by:

Test Scores					
Server	<u>25/35</u>	<u>72</u> %	Bartender	<u>/35</u>	%
Prep Cook	<u>/20</u>	%	Barista	<u>/15</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/15</u>	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/14</u>	%

Seeking
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

Alexis Black -

- 5 years of server experience
- looking for a fulltime or open call

Total of _____ in Food Service/Hospitality

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

Transportation
<u>Car</u> Public Transit 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>

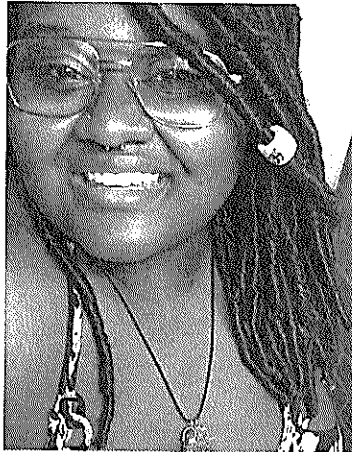
Certifications (if any)
TIPS Serv-Safe LEAD Other _____ Will Submit

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

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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ALEXIS BLACK



ALEXISBLACK96@GMAIL.COM



816-853-4484

OBJECTIVE

To serve humankind through employment with a company that is environmentally friendly and health conscious

SKILLS

Bringer of smiles, customer service and dedicated worker

EXPERIENCE

APPOINMENT SETTER/JEREMY FRANKLIN MITSUBISHI

October 2017-Present

Set appointments for service department, while answering phones ensuring 100% customer satisfaction.

SERVER/THE LUCKY TACO AT ARGOSY CASINO

August 2016-October 2017

Provided extraordinary dining experiences for guests and ensured they were introduced to our best menu items, as well as our merchandise.

HOST/MCCOY'S PUBLIC HOUSE

February 2015 – August 2016

As the first, smiling face the customers would see as they walked through our doors, I sat customers in rotations at each server's tables. I assisted servers when needed and ensured I was the last smiling face our customers experienced while leaving.

EDUCATION

ADVANCED CERTIFICATION ~ AUDIO ENGINEERING & MUSIC PRODUCTION

Recording Radio Film Connection & CASA Schools, Los Angeles, CA

I participated in an apprenticeship with LA Audio Producer, Lynne

All Red that included skills such as microphone placement and connections, live recording, headphone monitoring and mixing using Pro Tools.

INTERESTS

Ayurveda, yoga, mindfulness, singing, audio recording

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 Alexis Black Date: 11/13/18
 Home Telephone (816) 853 4484 Other Telephone () _____
 Present Address 100 W 89th St KCMO 64114
 Permanent Address, if different from present address: 113 E 70th St KCMO 64113
 Email Address alexisblack96@gmail.com

EMPLOYMENT DESIRED

Position applying for: Senior Living Staff / Open Call Salary desired: 13 hr

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 _____ 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? _____

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	Any	Any	Any	Any	Any	Any	<input checked="" type="checkbox"/>
PM	Any	Any	Any	Any	Any	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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?
NKCHS	North KC MO	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:			

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 Jaspers 103rd st and State line

Type of Business Restaurant Telephone No. () Supervisor's Name 3J

Your Position and Duties taking orders and serving food

Dates of Employment: From Aug 2018 to Current

Reason for Leaving: _____

Name and Address of Employer Jeremy Franklin

Type of Business Car Dealership Telephone No. (616) 595-6242 Supervisor's Name Tom

Your Position and Duties set appointment upsell our services

Dates of Employment: From Oct 2017 to Aug 2018

Reason for Leaving: Got another job

Name and Address of Employer Lucky Taco Arroyo Casino

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Type of Business _____ Telephone No. (____) _____ Supervisor's Name Kelley
Your Position and Duties Provide an amazing dining experience

Dates of Employment: From Aug 2016 To Oct 2017

Reason for Leaving: Got another job

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 X
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: Tom Fuchs Telephone No. (816) 595 6212

Address _____

Occupation: Advisor Jeremy Farr Relationship: Old Boss Number of Years Acquainted: 1

Name: Angel Telephone No. (816) 606 2210

Address _____

Occupation: Server McDoug Relationship: Friend Number of Years Acquainted: 5

Name: Natalie Biggs Telephone No. (816) 716 2604

Address _____

Occupation: GM 99 hops Relationship: Family Friend Number of Years Acquainted: 14 years

Please Read Carefully, Initial Each Paragraph and Sign Below

✓ 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.

✓ 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.

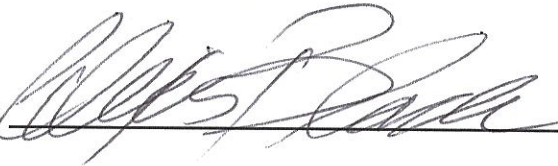
✓ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

✓ 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.

✓ 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

11/13/18

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
- A 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 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

- | | |
|--------------------------|---|
| <u>A</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> 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) |
| <u>C</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |



Case Verification Number: 2018318152923GD

Report prepared: 11/14/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: alexis Black

Date of Birth: 07/29/1996

U.S. Social Security Number: ***-**-8807

Employee's First Day of Employment: 11/14/2018

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: *****8009

Expiration Date: 07/29/2024

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