

Interview Note Sheet

Applicant Information	
Name: <u>Dejuan Anthony Jefferson</u>	Date: <u>12/27</u>
Position (s) Applied for: <u>Dish / Server</u>	Referred by: _____
Interviewer: <u>Anthony</u>	Rate of Pay: \$ <u>11.00</u>

Test Scores	
Server	25 / 35
Prep Cook	/ 20
Grill Cook	/ 40
Dishwasher	9 / 10
% Bartender	/ 35
% Barista	/ 15
% Cashier	/ 15
% Housekeeping	/ 14
%	%

Seeking:	Full-Time	Part-Time
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Relevant Experience & Summary of Strengths	
- Server / Cook's - Game (Hotel max) - temp service Security also - light warehouse work - Housekeeping (Plaza area Hotel) - Landway Room P.O.S. Experience: ☒ / N details: <u>Cashier / Waiter / Host / Stadium</u>	
Transportation	
☒ Car	Public Transit
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
Availability	
☒ Open	AM only
PM only	Weekdays only
Weekends only	
Uniforms Owned:	
Bistro	Black Bistro
Tuxedo	1/2 Tuxedo
Black Vest	Long Black Tie
Chef Coat	Black Pants
Knives	Non-Slip Shoes
Bow Tie	Other:
Would you recommend this applicant for Acrobat Academy?	
Convention Candidate?	
Other Languages Spoken:	

Total of _____ in Food Service/Hospitality	
HHS worked for Stadium	

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 Debrah Anthony Johnson Date: 12-23-1993
Home Telephone (814) 412-1456 Other Telephone ()
Present Address 901 E 51st St Kansas City, MO 64129
Permanent Address, if different from present address:
Email Address

EMPLOYMENT DESIRED

Position applying for: Server
Are you currently registered with any staffing and/or employment agencies? If so, please list
Salary desired: \$11.00

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 ☒
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 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	Any
PM	Any	Any	Any	Any	Any	Any	Any
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? No Yes 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	SUD LEACH	
CITY & STATE	Lawrence City, KS	
GRADE OR DEGREE	COMPLETED	
DID YOU GRADUATE?	NO	
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES	
Are you computer literate? If so, list software knowledge under "Special".	YES	
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special".	YES	
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	
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: Labour Max
 Type of Business: Temp Service
 Telephone No. (913) 236-9375
 Supervisor's Name: Paula
 Your Position and Duties: Temp Service, Warehouse, Cook, Forklift, Picking and Packing
 Dates of Employment: From 12/15 To present
 Reason for Leaving: _____

Name and Address of Employer: Waggle House
 Type of Business: Cook/Seating
 Telephone No. (913) 371-8584
 Supervisor's Name: Mrs. Kathy
 Your Position and Duties: Cook/Seating, Cleaning and serve the customers
 Dates of Employment: From 02/2016 To 10/2016
 Reason for Leaving: Quit

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: _____

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: Steven Storzler Telephone No. (248) 825-5436

Address _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____
Name: Regina Piggier Telephone No. (913) 620-4260

Address _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____
Name: Dave Peterson Telephone No. (913) 401-7288

Address _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

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

12-27-2018

Name _____

Servers Test

Score / 35

Multiple Choice

Food is served on what side with what hand? 6 ☒ a

On the left side with the left hand

On the left side with the right hand

On the right side with the left hand

On the right side with the right hand

Drinks are served on what side with what hand? 6 ☒ a

On the left side with the left hand

On the left side with the right hand

On the right side with the left hand

On the right side with the right hand

Food and drinks are removed on what side with what hand? 3 ☒ a

On the left side with the left hand

On the left side with the right hand

On the right side with the left hand

On the right side with the right hand

What part of a glass should you handle at all times? 4 ☒ a

The stem

The widest part of the glass

The top

When you are setting a dining room how should you set up your tablecloths? 6 ☒ a

Neatly and evenly across the tables

The creases should all be going in the same directions

The chairs should be centered and gently touching the table cloth

All of the above

If you bring the wrong entrée to a guest what should you do? 6 ☒ a

Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn

Inform the guests that you will bring the correct entrée once everyone else in the dining room is served

Try to convince the guests to eat what you brought them

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

6 Scullery

6 Queen Mary

4 Chaffing Dish

2 French Passing

6 Russian Service

7 Corkscrew

2 Tray Jack

☒ Metal buffet device used to keep food warm by heating it over warmed water

☒ 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)

☒ Used to hold a large tray on the dining floor

☒ Area for dirty dishware and glasses

☒ Large metal shelving unit for prepared food to be held or for dirty trays to be stored

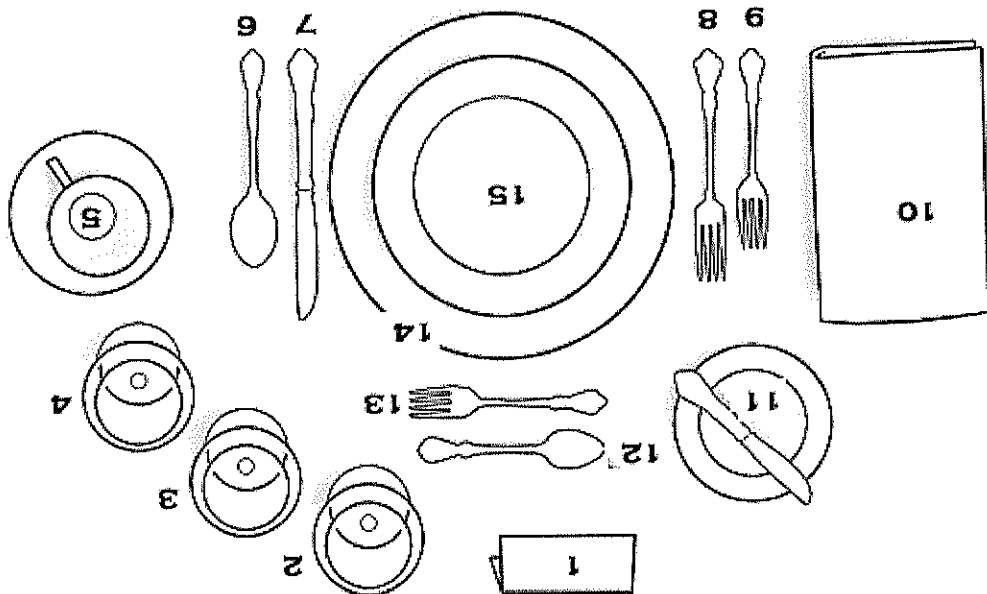
☒ Used to open bottles of wine

☒ Style of dining in which the courses come out one at a time

Name _____

Servers Test

Score 15/35



Match the Number to the Correct Vocabulary

10	Napkin	1	Name Place Card
11	Bread Plate and Knife	2	Dinner Fork
12	Soup Spoon	3	Tea or Coffee Cup and Saucer
13	Dessert Fork	4	Dinner Knife
14	Salad Plate	5	Wine Glass (Red)
15	Salad Plate	6	Salad Fork
16	Teaspoon	7	Service Plate
17	Water Glass	8	Wine Glass (White)

Fill in the Blank

- The utensils are placed 1 to 2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cover & Syrup
- Synchronized service is when: Seamless
- What is generally indicated on the name placard other than the name? date, even + name, color
- The Protein on a plate is typically served at what hour on the clock? between 3 o'clock and 4 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? call the cook or manager ASAP

Dishwasher Test

Score 9 / 10

- 1) After washing your hands, which item should be used to dry them?
 a) Clean apron
 b) Sanitized wiping cloth
 c) Single use paper towel
 d) Common used cloth
 C
- 2) While washing dishes by hand, which item should you wear?
 a) Cutting glove
 b) Oven Mitt
 c) Rubber glove
 d) Nothing
 P
- 3) When should you wash your hands?
 a) Before you start work
 b) After handling non-food items (garbage, money, cleaning chemicals)
 c) After using the restroom
 d) All of the above
 4
- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
 a) True
 b) False
 P
- 5) Which of the following could you be at risk for getting burned from?
 a) Steam from boiling pots
 b) Hot liquids (coffee, soup, tea)
 c) Hot equipment (ovens, pots, chaffing dishes)
 d) Harsh chemicals
 e) All of the above
 P
- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
 a) True
 b) False
 P
- 7) What should you do if you spill liquids or see a liquid spill?
 a) Leave it for someone else to clean-up
 b) Wait until the end of your shift to clean it
 c) Flag the spill and clean it immediately
 d) Not sure
 C
- 8) When handling hot items you should?
 a) Wear rubber gloves
 b) No need to wear anything
 c) Use an oven mitt or dry cloth towel
 d) Nothing
 9
- 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
 a) Rinsing
 b) Scraping
 c) Washing
 d) Sanitizing
 C
- 10) What is the proper method for cleaning and sanitizing stationary equipment?
 a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 b) Spray with a sanitizing solution, then rinse with clean water and dry
 c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution
 C



Your Hospitality Staffing Professionals
665 Third St., Suite 435 • San Francisco, CA 94107

First and Last Name: Dejuan Johnson

Email: _____

Phone number: 415-492-8566

Working Experience:

Company Name: Labormax
Dates of Employment: 02/17 - present

Job Responsibility:

- Warehouse
- Forklift
- Picking
- Packing

Company Name: Waggle House

Dates of Employment: 02/14 - 10/18

Job Responsibility:

- Cook
- Clean
- Serve
- Wait tables

Company Name: _____

Dates of Employment: _____

Job Responsibility: _____

Skills

-
-
-
-