

Interview Note Sheet

Applicant Information	
Name: <u>Lakeisha Chatman</u>	Date: <u>1/21/19</u>
Position (s) Applied for: <u>Dishwasher / Server</u>	Rate of Pay: \$
Interviewer: <u>Anthony</u>	Referred by:

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

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

Relevant Experience & Summary of Strengths	
<u>meals (good)</u> <u>-Dishware - lessons plans</u> <u>-Nursing -</u> <u>Texas's Security - 17 years - 1/54th month</u>	
Total of <u>24 years</u> in Food Service/Hospitality	
P.O.S. Experience: <u>Y</u> / <u>N</u> details: <u>Cash Experience</u>	

Transportation	
<u>Car</u>	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: <u>Open</u>	
AM only	PM only
Weekdays only	Weekends only
Uniforms Owned:	
Bistro	<u>Black Bistro</u>
Tuxedo	<u>1/2 Tuxedo</u>
Black Vest	<u>Black Vest</u>
Long Black Tie	<u>Long Black Tie</u>
Chef Coat	<u>Black Panto</u>
Knives	<u>Non-Slip Shoes</u>
Bow Tie	Other:
Would you recommend this applicant for Acrobat Academy?	
Convention Candidate?	
Other Languages Spoken:	

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 LaKisha Janell Chatman Date: Jan. 2, 2016
Home Telephone () (816) 337 5616
Other Telephone () (816) 337 5616
Present Address 309 Sky-view Dr. Raymore MO 64083
Permanent Address, if different from present address:
Email Address ljchatman92@gmail.com

EMPLOYMENT DESIRED

Position applying for: Seewing Hospitality
Are you currently registered with any staffing and/or employment agencies? If so, please list LSI
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? ASAP

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	open	open	open	open	open	open	open
PM	close	close	close	close	close	close	close
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u>							

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	Barton High School	CITY & STATE	Barton, MO	GRADE OR DEGREE	COMPLETED	DID YOU GRADUATE?	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."							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: CRM, Microsoft 7							

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 Not If so, may we contact your current employer? Yes No

Name and Address of Employer Autumn Terrace 6024 Raytown Rd
Type of Business nursing Telephone No. (Mo) 356 8222 Supervisor's Name Kennie
Your Position and Duties take care of elderly daily

Dates of Employment: From April 17 To June 18

Reason for Leaving: Became bed ridden due to pregnancy

Name and Address of Employer Texas Roadhouse 229 Peculiar Dr.
Type of Business Restaurant Telephone No. (816) 322-7427 Supervisor's Name Walt
Your Position and Duties serve customers food/drinks

Dates of Employment: From Sept. 10 To Feb. 17

Reason for Leaving: personal

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: no

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: Johnetta Jackson Telephone No. (814) 442-3977
Address _____
Occupation: CNA Relationship: co-worker Number of Years Acquainted: 4

Name: Kennisha Reed Telephone No. (814) 444-2472
Address _____
Occupation: Wife Relationship: co-worker Number of Years Acquainted: 3

Name: Joshua Cole Telephone No. (814) 396-0940
Address Westmoreland, Pa
Occupation: Nursing Relationship: supervisor Number of Years Acquainted: 4

Please Read Carefully, Initial Each Paragraph and Sign Below

LC 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.

LC 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.

LC 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.

LC 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.

LC 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

Jakub Chason

Date

11/2/19

First and Last Name: Lakisha Chatman
Email: lakisha92@gmail.com
Phone number: 810 337 8016

Working Experience:

Company Name: Autumn Terrace
Dates of Employment: 4/17 - 6/16
Job Responsibility: Take care of elderly

Company Name: Texas Produce
Dates of Employment: Sept. 10 | Feb. 16
Job Responsibility: Serve customers food, drinks

Company Name: _____
Dates of Employment: _____
Job Responsibility: _____

Skills

• Serving
• nursing

Score 8 / 10

Dishwasher Test

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

2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

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) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

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

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

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

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) 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

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

Name Lakshya Chatterjee Servers Test Score 35 / 35

Multiple Choice

1) Food is served on what side with what hand? A

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

2) Drinks are served on what side with what hand? D

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

3) Food and drinks are removed on what side with what hand? D

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

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

a) The stem

b) The widest part of the glass

c) The top

5) When you are setting a dining room how should you set up your tablecloths? D

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

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

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

F Queen Mary

A 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

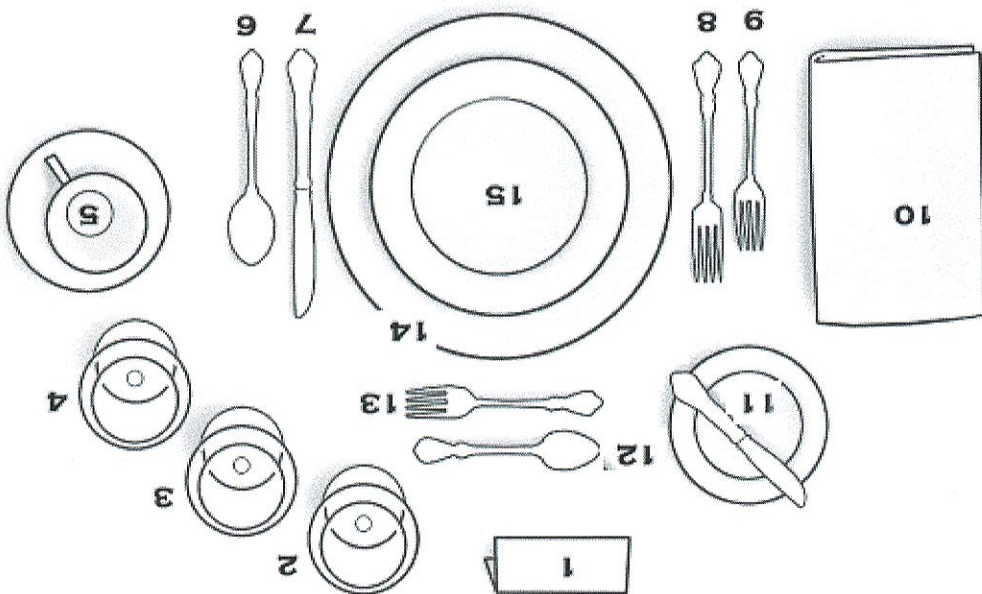
E. Large metal shelving unit for prepared food to be held or for dirty

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

Name Harshita Servers Test Score / 35



Match the Number to the Correct Vocabulary

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

Fill in the Blank

- The utensils are placed 1 in. inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream/Sugars
- Synchronized service is when: everybody is served at the same time
- What is generally indicated on the name placard other than the name? choice of meat
- The Protein on a plate is typically served at what hour on the clock? 10 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? inform chef