

Interview Note Sheet

Applicant Information	
Name: <u>Geraldo M. Mathin</u>	Date: <u>11/11/19</u>
Position (s) Applied for: <u>Dish / Server</u>	Interviewer: <u>Anthony W.</u>
Rate of Pay:	Referred by:

Test Scores			
Server	24	35	%
Prep Cook	20	15	%
Grill Cook	40	15	%
Dishwasher	10	16	%
Bartender		35	%
Barista		15	%
Cashier		15	%
Housekeeping		16	%

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

Relevant Experience & Summary of Strengths	
Total of _____	in Food Service/Hospitality
<u>Hotel - Dish / Server / Banquet</u> <u>Buttermilk - Barista / Host / Banquet</u>	

P.O.S. Experience: Y <u>(N)</u> details:	
Transportation	Car
Regions Available to Work	Overland Park, KS Kansas City, MO Independence, MO
Certifications (if any)	
TIPS	Serv-Safe
Availability	LEAD Other <u>Food Handler</u>
Uniforms Owned	Open
Details:	AM only PM only Weekdays only Weekends only
Other Languages Spoken:	Other: <u>Will Submit</u>
Could you recommend this applicant for Acrobat Academy?	

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 Berydo Martin Date: 01-04-2019
Home Telephone (816) 406-6815 Other Telephone ()
Present Address 4001 Willow Ave
Permanent Address, if different from present address:
Email Address caritz-martin@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Dishwasher / Server Salary desired: 10.00
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 ☒
How did you find out about our open position? (Please check fill in proper name of source):
☒ Referral ☐ Name of Referral ☐ 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	opened	opened	mornings	7:00	7:00		
PM	opened	opened	11:00	11:00	11:00		
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?
the known mills high school	Kansas City, MO	12th	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."	YES	NO	NO
Are you computer literate? If so, list software knowledge under "Special."	YES	NO	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	YES	NO	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	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 _____
Type of Business _____ Telephone No. () _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From 05/2015 To 10/2015
Reason for Leaving: Absent / kid

Name and Address of Employer _____
Associated whole sale Grocers

Type of Business Warehouse Telephone No. (913) 288-1000 Supervisor's Name Brent McDaniel
Your Position and Duties Order filler filled orders

Dates of Employment: From 11/2006 To 01/2012
Reason for Leaving: School

Name and Address of Employer Embassy Suite Hotel 220 W. 43rd

Type of Business Hotel
Your Position and Duties Busser / Server / Dishwasher and Isambatic
Supervisor's Name Clay Swisher
Telephone No. () _____

Dates of Employment: From 6/2013 To 02/2015
Reason for Leaving: Terminated / Absent

Name and Address of Employer St Lukes Hospital 4400 Wornall
Type of Business Hospital
Your Position and Duties Dishwasher / food prep / server / line cook
Supervisor's Name Brian Lewis
Telephone No. (816) 982-2000

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

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? _____
If so, describe: _____

List below three persons not related to you who have knowledge of your work performance within the last three years.
Name: Jung Austin Address: 9805 Cherry
Occupation: Bus Driver Relationship: Former Employer Number of Years Acquainted: 10
Telephone No. (402) 306-8164

Name: James Robinson Address: 1501 Green Dr.
Occupation: Cook Relationship: Employee Number of Years Acquainted: 10
Telephone No. (816) 304-6511

Name: Shantel Evans Address: 8300 Truxt
Occupation: Cook Relationship: Employee Number of Years Acquainted: 10
Telephone No. (813) 944-7021

Occupation: USPS Relationship: personal Number of Years Acquainted: 8

JOB RELATED REFERENCES

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

01.04.2019

Geraldo Martin

Kansas City, MO

cartez_martin@yahoo.com

8164066815

Authorized to work in the US for any employer

Work Experience

Order Filler

Associated Wholesale Grocers - Kansas City, KS
May 2015 to July 2017

Picking groceries cleaning the warehouse

Food Server

St. Lukes hospital - Kansas City, MO
May 2013 to August 2014

Responsibilities

Cleaning dishes and serving food

Accomplishments

N/a

Skills Used

Serving and customer service

Barber

Barberlounge - Kansas City, MO
February 2012 to August 2012

Cutting hair

Brc

Jc penny logistics - Lenexa, KS
August 2007 to January 2008

Stocking items

Busser

Embassy suite hotel - Kansas City, MO
November 2006 to January 2008

Cleaning tables

Education

Certificate in Cosmetology

House of heavilin beauty college - Grandview, MO
2009 to 2010

Basics in Diploma
Hickman mills high school - Kansas City, MO
2003 to 2007

Name Gerardo Martin
Score 24 / 35

Servers Test

Multiple Choice

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

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

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

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

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

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

E Scullery

A Queen Mary

C Chaffin Dish

6 French Passing

G Russian Service

F Corkscrew

D 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

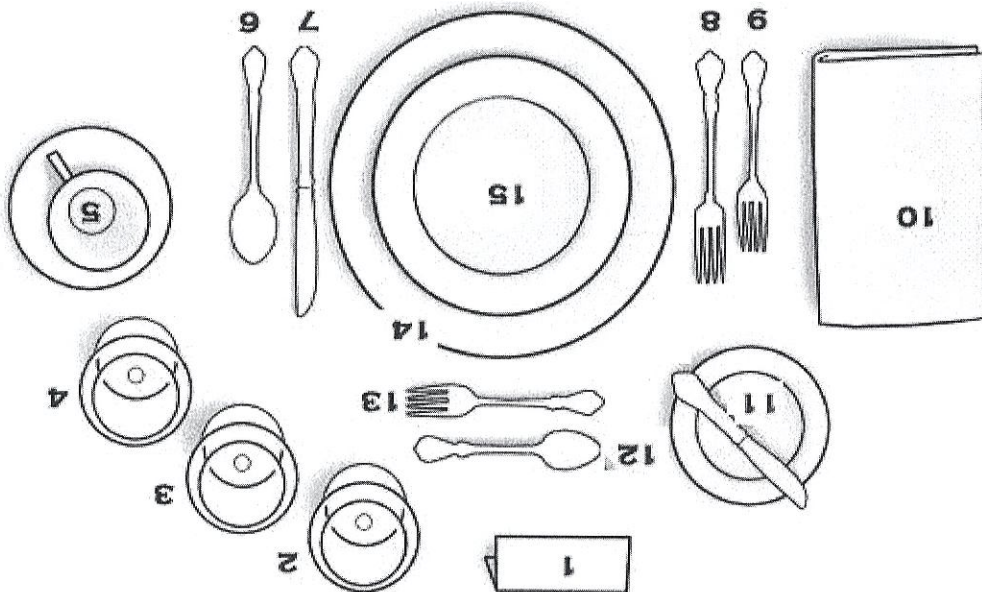
F. Used to open bottles of wine

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

Name Gervilio Maitis

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

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

Fill in the Blank

- The utensils are placed 2 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar
- Synchronized service is when: Date
- What is generally indicated on the name placard other than the name? 6:00
- The Protein on a plate is typically served at what hour on the clock? Inform Cools
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Score 9 / 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