

Interview Note Sheet

Applicant Information	
Name: <u>Crystal</u>	Date: <u>1/9/18</u>
Position (s) Applied for: <u>Server / Cashier</u>	Referred by: <u>Anthony W.</u>
Rate of Pay: \$	Interviewer: <u>Anthony W.</u>

Test Scores			
Server	28	35	%
Prep Cook	20	15	%
Grill Cook	40	15	%
Dishwasher	10	14	%
Bartender		35	%
Barista		15	%
Cashier		15	%
Housekeeping		14	%

Part-Time
Full-Time
Seeking

Relevant Experience & Summary of Strengths	
<u>Temp Server - Big Bear</u> <u>Kaitlynne & Thomas - Consistent / Security</u> <u>details: Movers / Aloha</u>	
P.O.S. Experience: Y / N	details: <u>Movers / Aloha</u>
Transportation	
Car	Public Transit
Regions Available to work:	
Kansas City, KS	Overland Park, Kansas
Kansas City, MO	Independence, MO
Certifications (if any)	
TIPS	Serv-Safe
LEAD	Other <u>Full / 1 yr</u>
Availability	
Open	AM only
	PM only
	Weekdays only
	Weekends only
Uniforms Owned:	
Bistro	Black Bistro
Tuxedo	1/2 Tuxedo
Black Vest	Black Vest
Long Black Tie	Other: <u>Long Black Tie</u>
Other: <u>Will Submit</u>	
Would you recommend this applicant for Acrobat Academy?	
Convention Candidate?	
Other Languages Spoken:	

First and Last Name: Crystal Forchia
 Email: Jones.peaches3@gmail.com
 Phone number: 816 225-9461

Working Experience:

Company Name: Compassionate Care
 Dates of Employment: 3-20-2016 - Jan 2015

Job Responsibility:

- Home Health
- Doc Appt
- Transportation
- Medicine Midwest

Dates of Employment: April 2014 - working

Job Responsibility:

- Home Health
- Doc Appt
- Transportation
- Medicine

Company Name: Benton Mart

Dates of Employment: Sept 2017 - Oct 2018

Job Responsibility:

- Sales
- Retail Sales
- Marketing
- Customer Service

Skills

- Sales
- Customer Service
- Retail Sales

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 Cynthia Ford Date: Jan 9-2019
Home Telephone (816) 225-9461 Other Telephone ()
Present Address 3005 Brighton Ave
Permanent Address, if different from present address:
Email Address jonespeaches3@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server, Prep Cook, Cashiers Salary desired: no
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 ☐ 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? 1-9-2019

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	6:00am						
PM	11:00pm						
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	Center High	CITY & STATE	KC mo
Do you have any special licenses, certificates or special training? If so please list under "Special".	Penn Valley	GRADE OR DEGREE	KC mo
Are you computer literate? If so, list software knowledge under "Special".	GED	DID YOU GRADUATE?	no
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:	NO		

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: Midwest Health
Type of Business: HHC
Telephone No. (816) 960-3533
Your Position and Duties: Home Health Care
Supervisor's Name: Ms Williams

Dates of Employment: From 3/2014 To working

Reason for Leaving: working

Name and Address of Employer: Compassionate Care Service

Type of Business: HHC
Telephone No. (816) 201-6059
Your Position and Duties: Home Health Care
Supervisor's Name: Ms Grant

Dates of Employment: From 3-2016 1-2019

Reason for Leaving: No Hour to work

Name and Address of Employer: Benton Mart

Type of Business Sales Telephone No. (816) 241-7458 Supervisor's Name Mr. Year
Your Position and Duties Retail Sales, Customer Service

Dates of Employment: From 9-2011 To 10-2018

Reason for Leaving: Not No Hour + Money Problem

Name and Address of Employer Wendy's

Type of Business Sales Telephone No. (816) 472-1016 Supervisor's Name Mya
Your Position and Duties

Dates of Employment: From 7-2018 To 10-2018

Reason for Leaving: Manager not nice

Have you ever been fired from any previous place of employment? If so, please explain: no

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: Connie Wilson Telephone No. (816) 655-9585

Address: 46 Garfield

Occupation: GNA Relationship: friend Number of Years Acquainted: 31 years

Name: Bevely Watkins Telephone No. (816) 218-5561

Address: 31 Park

Occupation: real estate Relationship: friend Number of Years Acquainted: 31 years

Name: Walter Hill Telephone No. (816) 337-1555

Address: 30 Poplar

Occupation: Sales Relationship: friend Number of Years Acquainted: 7 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

Guth Frick

Date

1-9-2015

Name Crystal Davis
Score 28/35

Servers Test

Multiple Choice

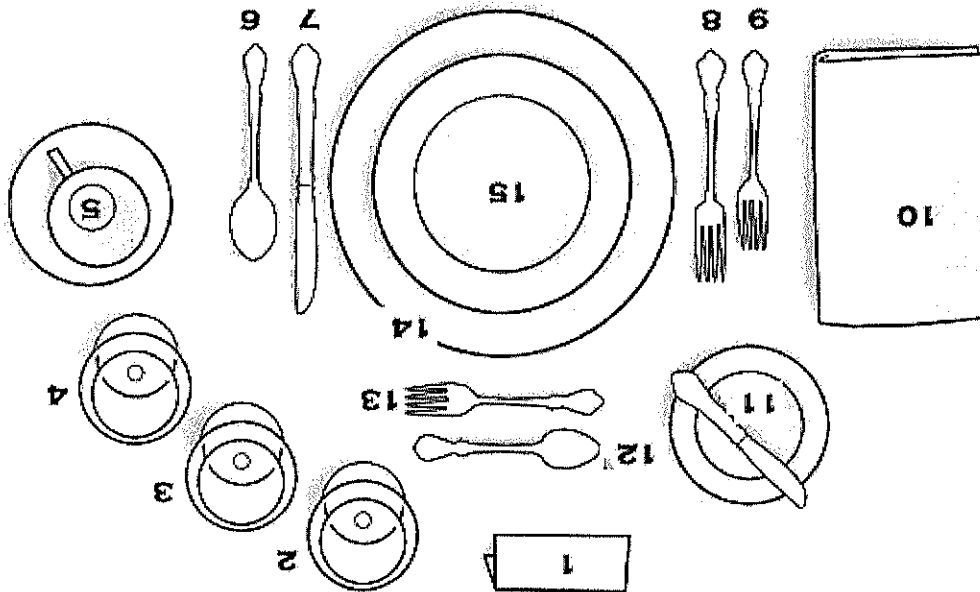
- 1) Food is served on what side with what hand?
☒ a) On the left side with the left hand
☐ b) On the left side with the right hand
☐ c) On the right side with the left hand
☐ d) On the right side with the right hand
- 2) Drinks are served on what side with what hand?
☒ a) On the left side with the left 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

- | | | | | | | |
|---|---|--|--|---|---------------------------------|--|
| <u>C</u> Scullery | <u>E</u> Queen Mary | <u>A</u> Chaffing Dish | <u>B</u> French Passing | <u>G</u> Russian Service | <u>F</u> Corkscrew | <u>C</u> 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 Crystal Parker
Servers Test Score / 35



Match the Number to the Correct Vocabulary

1	Napkin	2	Water Glass
2	Bread Plate and Knife	3	Salad Plate
3	Name Place Card	4	Soup Spoon
4	Teaspoon	5	Dessert Fork
5	Salad Fork	6	Service Plate
6	Wine Glass (Red)	7	Salad Fork
7	Dinner Knife	8	Wine Glass (White)
8	Tea or Coffee Cup and Saucer	9	Dinner Fork
9	Dinner Fork	10	Service Plate
10		11	Salad Plate
11		12	Soup Spoon
12		13	Dessert Fork
13		14	Service Plate
14		15	Water Glass
15			

Fill in the Blank

- The utensils are placed 1 - 1 1/2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream & sugar
- Synchronized service is when: same time
- What is generally indicated on the name placard other than the name? Room
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? ask