

# Interview Note Sheet

## Applicant Information

|   |                                |
|---|--------------------------------|
| Name: <u>Jamonnie Shumaker</u>                      | Interviewer: <u>Anthony W.</u> |
| Date: <u>11/16/19</u>                               | Rate of Pay:                   |
| Position (s) Applied for: <u>Server Food Runner</u> | Referred by:                   |

## Test Scores

|            |           |     |   |              |     |   |
|------------|-----------|-----|---|--------------|-----|---|
| Server     | <u>31</u> | /35 | % | Bartender    | /35 | % |
| Prep Cook  |           | /15 | % | Barista      | /15 | % |
| Grill Cook |           | /40 | % | Cashier      | /15 | % |
| Dishwasher |           | /10 | % | Housekeeping | /16 | % |

|   |
|---|
| Seeking:                                      |
| <input checked="" type="checkbox"/> Full-Time |
| <input type="checkbox"/> Part-Time            |

## Relevant Experience & Summary of Strengths

Gates - Cashier/ Server 1 year

Subways - Sandwich Artist 1 year

Red Lobster Bartender/ Server -

P.O.S. Experience: Y / N details: Micro | Alshaf | Ayar.

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work:

Kansas City, KS

Overland Park, Kansas

Kansas City, MO

Independence, MO

AK

## Certifications (if any)

TiPS

Serv-Safe

LEAD

Other

FT/ 19u

Will Submit

## Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

## 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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Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Jamonnie Shumaker  
Email: Jamonnie.Thomas.234@gmail.com  
Phone number: 773-587-7688

### Working Experience:

Company Name: Crates B B Q

Dates of Employment: 2015 - 2017

Job Responsibility:

- Cashier
- Serve food
- Call Back orders
- Run food

Company Name: Red Lobster

Dates of Employment: 2017 - 2019

Job Responsibility:

- Bartender - Make Drinks
- Take Bar orders ring them in.
- Server - Bring food from the back
- Run food

Company Name: Wal-Mart

Dates of Employment: 2015 - 2016

Job Responsibility:

- Stock
- Load
- Unload
- Cashier

### Skills

- Great Server
- Multitasker
- Prompt on time
- Hard worker

## 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 Jamonnice Shumaker Date: 1-10-2019  
 Home Telephone (773)587-7688 Other Telephone (\_\_\_\_)  
 Present Address 1330 Independence ave.  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Jamonnice.Thomas234@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server | Open Salary desired: 10.00 +  
 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? 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<br>AVAILABLE<br>DAILY | SUNDAY | MONDAY      | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------------------------------|--------|-------------|---------|-----------|----------|--------|----------|
| AM                                  |        | <u>Open</u> |         |           |          |        |          |
| PM                                  |        | <u>6pm</u>  |         |           |          |        |          |

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

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Your Hospitality Staffing Professionals

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? |
|--|--------------|---------------------------|-------------------|
| Hyde Park  | Chicago IL   | High School               | Yes               |
| Richard Danley C.  | Chicago IL   | 1 Year                    | No                |
| 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: Food and liquor certificates  |              |                           |                   |

## 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 Clutes BBQ - 3201 Main St.

Type of Business Restaurant Telephone No. (816) 219-3101 Supervisor's Name MS. Beck

Your Position and Duties Cashier / Server

My job was to greet the customers and take orders. Sometimes they'd ask me to wash a dish today.

Dates of Employment: From 2015 To 2017

Reason for Leaving: Moving Reasons

Name and Address of Employer Wal-Mart - Noland Road

Type of Business Retail Store Telephone No. (913) 421-8908 Supervisor's Name Daffney

Your Position and Duties AS a checker i had to load and unload items. Also put back items customers didn't want to buy. I also rang people in and out.

Dates of Employment: From 2015 To 2016

Reason for Leaving: Transportation

Name and Address of Employer Red Lobster - Chicago IL

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Your Hospitality Staffing Professionals

Type of Business Restaurant Telephone No. (773) 982-3200 Supervisor's Name MS. Rose

Your Position and Duties As a Server; I was to seat people and greet them.

Take orders and run food and drinks out. I also did bartending.

Dates of Employment: From 2017 To 2019

Reason for Leaving: Moved back to Kansas City Mo.

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: Thelma Thomas Telephone No. (312) 656-6068

Address 6733 Jeffery, Chicago IL

Occupation: Stockier Relationship: ex-Coworker Number of Years Acquainted: 3

Name: Somira Jackson Telephone No. (773) 323-8101

Address 8901 S. 10th Chicago IL

Occupation: Cashier Relationship: ex-Coworker Number of Years Acquainted: 4

Name: MS. BELL Telephone No. (847) 921-7607

Address 3201 S. Main St.

Occupation: Supervisor Relationship: Supervisor Number of Years Acquainted: 1

**Please Read Carefully, Initial Each Paragraph and Sign Below**

J.S 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.

J.S 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.

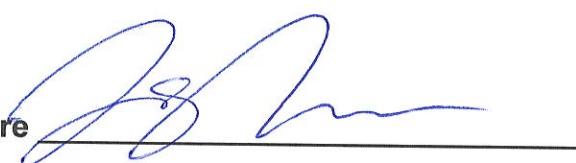
J.S I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

J.S 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.

J.S 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

1-10-2019

**Servers Test**

**Multiple Choice**

B

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

- 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

C

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

- 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

B

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

- 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

A

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

- The stem
- The widest part of the glass
- The top

D

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

- 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

B

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

- 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 dinning 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**

E Scullery

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

D 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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

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

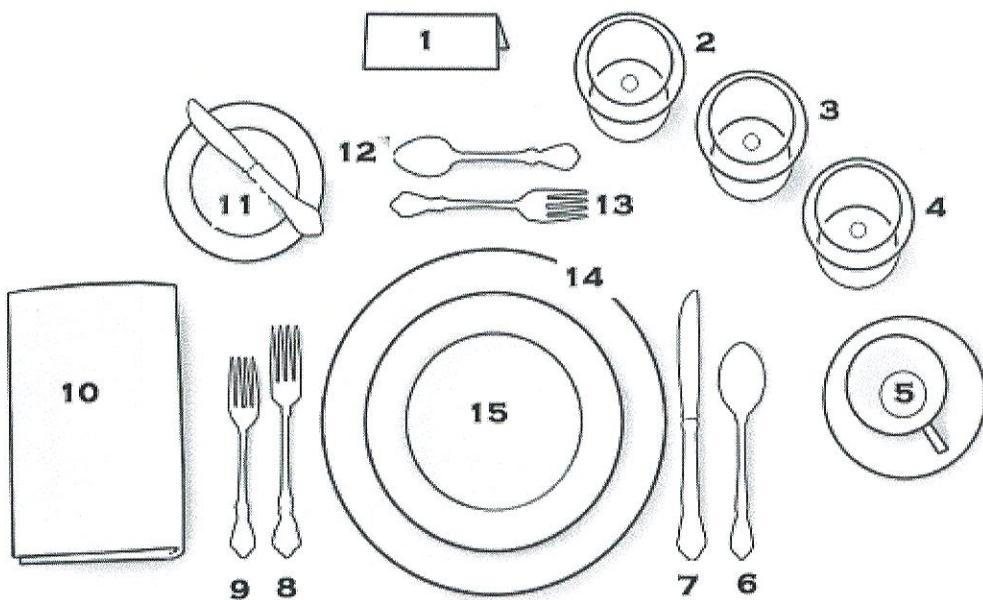
F Corkscrew

F. Used to open bottles of wine

C Tray Jack

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

**Servers Test**



**Match the Number to the Correct Vocabulary**

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

**Fill in the Blank**

1. The utensils are placed 12 inches inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream and Sugar.
3. Synchronized service is when: At All Times.
4. What is generally indicated on the name placard other than the name? Table number - Meal choice.
5. The Protein on a plate is typically served at what hour on the clock? 6:00 P.M.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Let me cook I know.