

Interview Note Sheet

Applicant Information	
Name: <u>Terrance</u>	Date: <u>11/16/19</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Antony W.</u>
Rate of Pay:	Interviewer: <u>Antony W.</u>

Test Scores			
Server	77	%	/35
Prep Cook		%	/15
Grill Cook		%	/40
Dishwasher		%	/10
Bartender		%	/35
Barista		%	/15
Cashier		%	/15
Housekeeping		%	/16

Seeking:	Full-Time	Part-Time
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Relevant Experience & Summary of Strengths

Anthony - Servers
Bartender
Elly Bros & Cafe - Closed - Server

Total of 5+ in Food Service/Hospitality

P.O.S. Experience: <u>Y</u> / N details: <u>Anthony / Mucias</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
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	Knives
Black Pants	Non-Slip Shoes
Bow Tie	Other:
Would you recommend this applicant for Acrobat Academy?	
Convention Candidate?	
Other Languages Spoken:	

Education and Training

Loyola University of Chicago, May 2011

- Bachelor's degree in Communication Studies
- Apart of PR team that won Chuck Ebling PR-Prize competition
- Gained irrefutable skills in different areas such as leadership, teamwork, research, socialism, etc.
- Served as a freelance journalist for *The Phoenix* (on-campus newsletter) and held a reoccurring personal column titled, *Guarding The Hill*

Employment Experience

Southeast Cleaning (Supervisor-Assistant Project Manager)

June 2011 – August 2014

- Supervised and assigned task to 20-25 employees on a daily basis ranging from housekeepers, porters (housemen), inspectors, deep cleaners, carpet cleaners and night porters.
- Answered phone, kept constant and seamless communication between front and back office, took care of any troubleshooting issues for the housekeepers or customers.

Elly's Brunch and Café/Chubbys on Broadway (Server)

August 2014 – Present

- Main focus is to provide great customer service and take care of any issues that the customer or the company may have.
- Enjoys working the bar/restaurant scene and meeting a lot of interesting people.

Skills and Qualifications

- Strong customer service, computer and administrative skills
- Strong attention to detail and very diligent worker
- Great organizational and communication skills
- Ability to follow directions, learn quickly, multi-task and compartmentalize
- Accept all co-workers no matter their race, gender, sex, etc.

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 Terrance Hill Date: 01/16/2019
 Home Telephone (816) 874-5409 Other Telephone (916) 885-1500
 Present Address 5240 Olive Street
 Permanent Address, if different from present address: _____
 Email Address terrance.hill2018@gmail.com

EMPLOYMENT DESIRED

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

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? 01/17/2019

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 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	open	open	open	open	open	open	open
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		Hogan Preparatory Academy Kansas City, MO		City & State	
Do you have any special licenses, certificates or special training? If so please list under "Special."		Loyola University of Chicago Chicago, IL		Bachelors	
Are you computer literate? If so, list software knowledge under "Special."		YES		YES	
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."		YES		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		YES	
Special: I have special training with great experience in serving. I've been serving for 4 years. Also I understand many different computer software.					

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: Southeast Cleaning (Ameristar Casino)

Type of Business: Housekeeping

Your Position and Duties: I served as an assistant manager.

Dates of Employment: From 06/2011 To 08/2014

Reason for Leaving: Career change

Name and Address of Employer: Elly's Brunch and Cafe/Chophys on Broadway

Type of Business: Restaurant

Your Position and Duties: I was a server and sometimes I served as a bartender.

Dates of Employment: From 08/2014 To 12/2018

Reason for Leaving: Restaurant closed unexpectedly

Name and Address of Employer: N/A

Type of Business _____
Your Position and Duties _____
Telephone No. () _____
Supervisor's Name _____

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

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? _____
Yes _____ No ✓

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.
Name: Talisha Archie Address: N/A
Occupation: Cafe Manager Relationship: Former Co-worker Number of Years Acquainted: 10
Telephone No. () 885-1500

Name: Kevin Simpson Address: N/A
Occupation: N/A Relationship: Friend Number of Years Acquainted: 10+
Telephone No. () 602-137-6574

Name: Derek Billups Address: N/A
Occupation: N/A Relationship: Friend Number of Years Acquainted: 10+
Telephone No. () 816-391-8238

Occupation: Mechanic Relationship: Mentor Number of Years Acquainted: 8

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

Wm

Date

01/16/2018

Name Terrance H M Servers Test Score 35/35

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

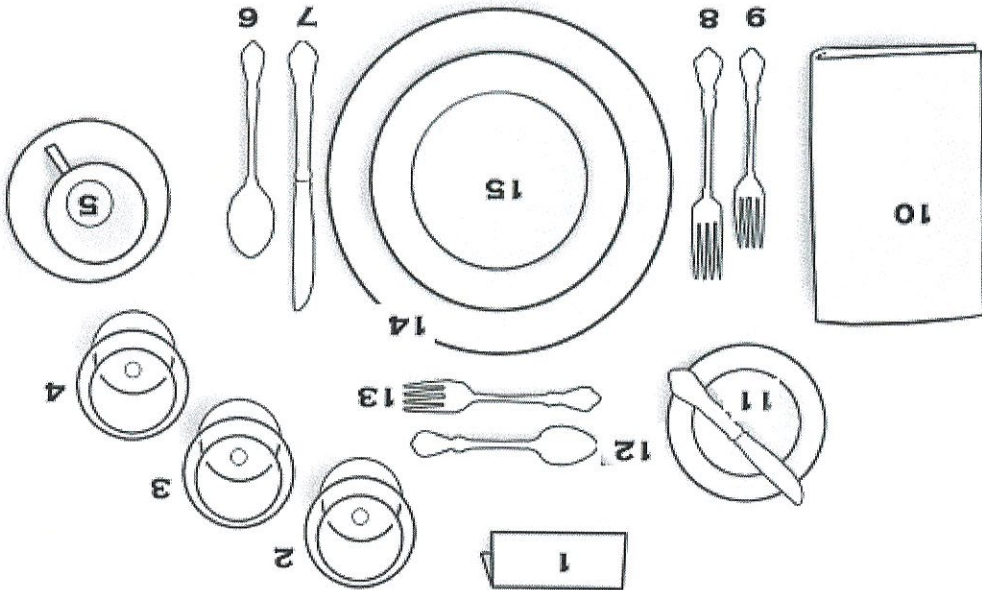
- Scullery
- Queen Mary
- Chaffing Dish
- French Passing
- Russian Service
- Corkscrew
- Tray Jack

- 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

Servers Test

Score / 35

Name Terrance Hill



Match the Number to the Correct Vocabulary

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

Fill in the Blank

- The utensils are placed 12 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? milk, honey
- Synchronized service is when: is typically brought setting or category when more than one person is working together
- What is generally indicated on the name placard other than the name? Table number
- The Protein on a plate is typically served at what hour on the clock? usually after salad or appetizer
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? I should immediately check for allergies, also alert chef/supervisor and see if those options are available