

Interview Note Sheet

Applicant Information	
Name: <u>Anthony W. Ratter</u>	Date: <u>11/14/19</u>
Position (s) Applied for: <u>Server/Bartender</u>	Referred by: <u>Anthony W.</u>
Rate of Pay:	Interviewer:

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

%	16	%
%	15	%
%	15	%
%	35	%

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Applicatus - 1 years
Stay @ home - several years
IS - Server - months / Bartender - Full time
IS - max - Retail / Cash / Stock

P.O.S. Experience: Y / N details: Anthony W. Ratter

Transportation: Car
Regions Available to work: Kansas City, KS Overland Park, KS Kansas City, MO Independence, MO

References (if any): Anthony W. Ratter
TIPS: LEAD Other Anthony W. Ratter
Availability: Open

Uniforms Owned: Open
Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Black Tie Long Black Tie Anthony W. Ratter
Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: Anthony W. Ratter

Could you recommend this applicant for Acrobat Academy? Anthony W. Ratter
Convention Candidate? Anthony W. Ratter
Other Languages Spoken: Anthony W. Ratter

Servers Test

Name Audrey Biles

Score 38 / 35

Multiple Choice

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

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 d

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 d a

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
d) All of the above a

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 d

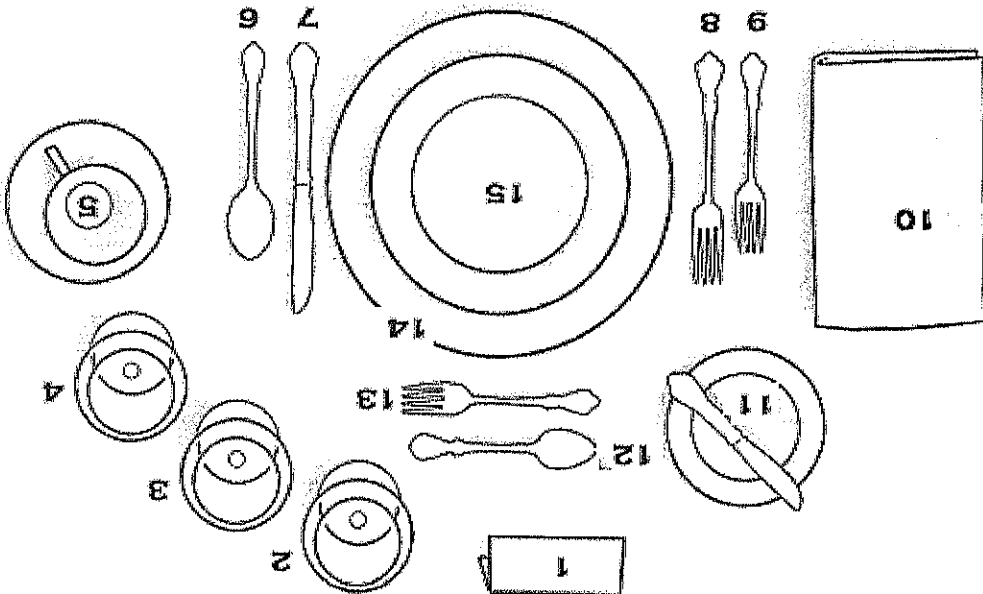
6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the 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 d

Match the Correct Vocabulary

D Scullery
A Queen Mary
B Chaffing Dish
G French Passing
F Russian Service
E 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 _____
Servers Test _____
Score / 35



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

Fill in the Blank

- The utensils are placed 10 in. inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Dessert
- Synchronized service is when: com
- What is generally indicated on the name placard other than the name? Table
- The Protein on a plate is typically served at what hour on the clock? 6:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Assure them it is not a problem, if it is available

First and Last Name: Judrey Byles
Email: judreybyles@gmail.com
Phone number: 816-517-4585

Working Experience:

Company Name: Apple bees
Dates of Employment: 2009

Job Responsibility:

- Serves
- serving entrees and drinks
- Accommodating guests.
- P.R. has tables

Company Name: TS's Bar and Grill

Dates of Employment: 2009

Job Responsibility:

- bartending
- serving drinks and entrees
- Accommodating guests.
- bussing tables.

Company Name: _____

Dates of Employment: _____

Job Responsibility:

Skills

- Very pleasant.
- Fast.
- people love me!

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 Andrew E. Potter Date: 1/16/19
Home Telephone (816) 571-4585 Other Telephone () _____
Present Address 308 W. Sande Dr. Belton, MO. 64012
Permanent Address, if different from present address: _____
Email Address andrew.e.potter@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server, Bartender
Are you currently registered with any staffing and/or employment agencies? If so, please list _____
Salary desired: \$10+/hr

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 Indee
☐ Other Web Posting ☐ Other Source _____
Could you work overtime, if necessary? Yes ☒ No _____
If hired, on what date could you start working? 1/16/19

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		7	7	7	7		DISCUSS
PM		5	5	5	5		
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	Pleasant Hill High		
CITY & STATE	Pleasant Hill, MO.		
GRADE OR DEGREE	Diploma		
DID YOU GRADUATE?	yes		
Do you have any special licenses, certificates or special training? If so please list under "Special."	YES		
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:	Computer / POS experience		

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 Stahl Specialty Co. 11 Pacific St. Kingsville, Mo.
Type of Business Production
Telephone No. (816) 597-3322
Supervisor's Name Jerry Witherspoon
Your Position and Duties Machine operator - machining aluminum castings for Caterpillar, Cummins.
Dates of Employment: From 04/18 To 03/15
Reason for Leaving: Layoff 18 weeks.

Name and Address of Employer Surfacedek 3961 E. Trumard. KC. Mo.
Type of Business Industrial
Telephone No. (816) 241-2982
Supervisor's Name Angela Williamson
Your Position and Duties Office Coordinator - input data, phone, emailing clients, quoting jobs, shipping product samples.
Dates of Employment: From 06/17 To 06/17
Reason for Leaving: Went back to Stahl Specialty. Lees Summit, Mo.

Name and Address of Employer Applebees
Reason for Leaving: Went back to Stahl Specialty. Lees Summit, Mo.

Type of Business Restaurant
Your Position and Duties server - serving drinks and entrees, accommodating guests.
Dates of Employment: From 2007 To Resigned.
Reason for Leaving: Resigned.

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 ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.
Name: Sally Witherspoon Address: Stahl Specialty
Telephone No. (816) 597-3322

Occupation: Medical Sponser Relationship: Sponser Number of Years Acquainted: 4
Name: Sally Collier Address: Surftech
Telephone No. (816) 241-2982

Occupation: Co-Worker Relationship: Co-Worker Number of Years Acquainted: 3
Name: Angela Williamson Address: Surftech
Telephone No. (816) 241-2982

Occupation: Accountant Relationship: Co-Worker Number of Years Acquainted: 3

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

Andrew E. Patton

Date

1/16/19