

Interview Note Sheet

Applicant Information

| | |
|---|--------------------------------|
| Name: <u>Ashton Gray</u> | Interviewer: <u>Anthony W.</u> |
| Date: <u>2/25</u> | Rate of Pay: |
| Position (s) Applied for: <u>Dishwasher</u> | Referred by: |

Test Scores

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Fast Food - Always
K-mart -
Dishwasher / server CMA - Nursing - 1 1/2 years

Total of _____ in Food Service/Hospitality

P.O.S. Experience: Y / N

details: Cashier

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Kansas City,KS

Overland Park,Kansas

Kansas City,MO

Independence,MO

Ok All

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other FH/Team

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:

C 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

C A 2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

D 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

B D 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

E 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

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

C 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

C 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

A 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

C 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

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 Ashton Gray Date: 2/25/19
Home Telephone () Cell Other Telephone () 816 946 1863
Present Address 501 Maple Blvd Apt 3 KC MO 64124
Permanent Address, if different from present address:
Email Address ashtonpie49@gmail.com

EMPLOYMENT DESIRED

Position applying for: Any 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 ☒ 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 AVAILABLE DAILY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------------------------|------------|------------|------------|------------|------------|------------|------------|
| AM | <u>ALL</u> | <u>ALL</u> | <u>ALL</u> | <u>ALL</u> | <u>ALL</u> | <u>ALL</u> | <u>ALL</u> |
| PM | | | | | | | |

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? |
|--|--------------|---------------------------|-------------------|
| MCC | KCMO | GED | Yes |
| MCC | KCMO | CNA | YES |
| 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: CNA, Food handlers, | | | |

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 Northland Rehab 4301 NE Parvin Rd KCMO 64117

Type of Business Healthcare Telephone No. 816 702 5000 Supervisor's Name Emily

Your Position and Duties CNA, cleaning residents, serving to go meals, cleaning rooms

Dates of Employment: From Nov 2018 To Jan 2019

Reason for Leaving: Harassment

Name and Address of Employer MCCITE PLAZA 1201 NW Tullison Rd KCMO 64116

Type of Business Healthcare Telephone No. 816 888 7930 Supervisor's Name Casey

Your Position and Duties CNA, Dishwasher, Server

Dates of Employment: From SEPT 2017 To Nov 2018

Reason for Leaving: Terminated, but was already hired somewhere else

Name and Address of Employer Arbys

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Your Hospitality Staffing Professionals

Type of Business FOOD Telephone No. () Supervisor's Name Corey
Your Position and Duties Team member, cooking fries, taking money,
making changes, taking orders

Dates of Employment: From May 2017 To AUG 2017

Reason for Leaving: UNDERSTAFFED

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: Cassey Telephone No. (816) 888 7930
Address MCCRITE PLAZA

Occupation: Chef Relationship: BOSS Number of Years Acquainted: 1

Name: MARC MC MILLER Telephone No. (816) 888 7930
Address MCCRITE PLAZA

Occupation: Chef Relationship: BOSS Number of Years Acquainted: 1

Name: ~~Patricia Brown~~ Fatie Telephone No. ~~573~~ 816 309 9048
Address 2005 NE PARVIN KC MO 64116

Occupation: YOUTH ADVOCATE Relationship: YOUTH Number of Years Acquainted: 2
ADVOCATE

Please Read Carefully, Initial Each Paragraph and Sign Below

AG

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.

AG

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.

AG

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.

AG

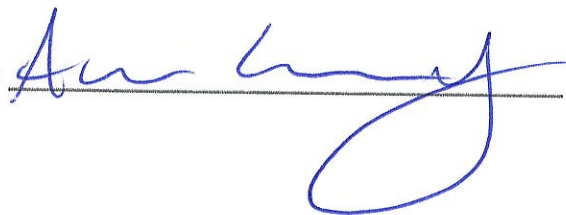
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

AG

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

2/25/14

Ashton Gray

Certified Nursing Assistant

Phone

816-996-1863

E-mail

Ashtonpie99@gmail.com

Skills

Communication

Problem Solving

Electronic Usage

Multitasking

Establishing fast personal relationships

I am 19 and I have several year's experience working with the public. I enjoy working with people because I feel like I'm making a difference in people's lives.

Experience

11/2018

01/2019

Northland Rehab

Nursing

I was responsible for the well being of many people- specifically geriatrics. I made sure they got to meals on time, kept up with their hygiene and were overall happy.

09/2016

03/2017

Kmart

Retail

I was responsible for counting back change, ringing up items and directing customers to the correct location of things in the store. I also problem solved a lot.

09/2017

11/2018

Mccrite Plaza at Briarcliff

Server and Dishwasher

I was responsible for taking orders and putting them in an electronic computer. I helped customers make choices and recommended items we had to offer. I also gave change. I was a dishwasher occasionally when they needed one.

Education

10/2018

present

Mcc Business and Technology

I obtained my GED at MCC in 2017. I achieved a score of 78 overall.

01/2018

05/2018

MCC Penn Valley

I obtained my CNA certification in May of 2018. I was in school for a total of 10 weeks and now use my certification for my current jobs.