

Interview Note Sheet

Applicant Information	
Name: <u>Lashandra Guess</u>	Date: <u>2/25/19</u>
Position (s) Applied for: <u>Cashier</u>	Interviewer: <u>Anthony W.</u>
Rate of Pay:	Referred by:

Test Scores			
Server	%	/35	
Prep Cook	%	/15	
Grill Cook	%	/40	
Dishwasher	%	/10	
Bartender	%	/35	
Barista	%	/15	
Cashier	%	/15	13
Housekeeping	%	/16	

Seeking:	Full-Time	Part-Time
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Relevant Experience & Summary of Strengths	
<u>Housekeeping - Hotel 6.</u> <u>Front Desk - Keyts - 5000</u> <u>Keyts</u> <u>Housekeeping</u> <u>Hst. Manager</u> <u>CASH Pos.</u>	
P.O.S. Experience: <u>(Y)</u> / N	details: <u>CASH Pos.</u>

Transportation	
Regions Available to work: <u>Car</u> <u>Public Transit</u> <u>Carpool (Rider / Driver)</u>	
Kansas City, KS Overland Park, Kansas Kansas City, MO Independence, MO <u>file</u>	
Certifications (if any)	
TIPS	Serv-Safe
LEAD	Other <u>file</u>
Availability	
Open <u>(Y)</u>	AM only PM only Weekdays only Weekends only
Details:	
Uniforms Owned:	
Bistro <u>(Y)</u>	Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie
Chef Coat	Chef Pants Knives
Would you recommend this applicant for Acrobat Academy?	
Convention Candidate?	
Other Languages Spoken:	

Will Submit

Lashandra Guess
4026 Brooklyn Ave
Kansas City, MO 64127
816-756-4187
M1connector@gmail.com

Profile: Customer Service, Front Desk Rep, Dispatcher, Night Audit, Utility Person.

Work Experience

RS Social Ventures
Warehouse Associate
Kansas City, MO
2017-Present

Urban Underworld LLC
Promoter/Sales
Kansas City, MO
2010-Present

7th Heaven
Asst. Mgr/Gift floor
Kansas City, MO
2015-2016

Full Employment Council
Work Internship
Kansas City, MO
2007-2008

Motel 6
Front Desk Agent
Kansas City, MO
2006-2007

Claire's Boutique
Assistant Manager
Kansas City, MO
2002-2003

Jimmy & Dee's Steakhouse
Cook/Host
Kansas City, MO
2001-2005

Skills

- Manage Staff and scheduling, assign duties
- Direct Sales initiatives
- Cashiering, cash drop, financials and receipts
- Hospitality, Customer Center Employee
- Data Keeping and Tracking Inventory
- Settle accounts, Collections
- Resolve Customer Complaints

Education

High School Equivalency – Michigan, 1987

Personal and Professional Reference Available Upon Request

LASHANDRA GUESS

4026 Brooklyn Ave
Kansas City, MO 64127
(816) 756-4187
M1connector@gmail.com

PROFESSIONAL SUMMARY:

- Manage staff, scheduling, assign duties
- Knife, prep, sauté, grill, fry and broil
- Cashiering, cash drop, financials and receipts
- Hospitality, customer service
- Tracking inventory
- Resolve customer complaints
- ServSafe, banquet service, full service catering

EDUCATION & LICENSURE

Kansas City Health Department
Food Handler's License
Kansas City, MO

Central High School
High School Equivalency
Pontiac, MI

WORK EXPERIENCE

Labor Smart
Temp
2013-Present
Kansas City, MO

Central Kitchen (School District)
School Lunch Service
2013
Kansas City, KS

S & R Deli and Grocery (Business Closed)
Cook/Cashier
2011-2014
Kansas City, MO

Self-Employment
Catering and Concession Service
2008-2011
Kansas City, MO

Full Employment Council
Work Internship
2007-2008
Kansas City, MO

Motel 6
Front Desk Agent
2006-2007
Kansas City, MO

Jimmy & Dee's Steakhouse
Cook/Host
2001-2005
Kansas City, MO

Personal and Professional Reference Available Upon Request

First and Last Name: Isabella L. Guss
 Email: mlconner@acrobat.com
 Phone number: 816-956-4187

Working Experience:

Company Name: Urban World
 Dates of Employment: 11/01/10 - Present
 Job Responsibility:

- Cashier
- Sales
- Marketing
- Stock

Company Name: 7 Heaven
 Dates of Employment: 6/15 - 8/1/11
 Job Responsibility:

- Open a new store
- Cashier
- Schedule
- Deposits / count soft

Company Name: _____
 Dates of Employment: _____
 Job Responsibility:

-
-
-
-

Skills

- Customer Service
- Manager Staff
- Schedule Staff
- Cashier / Cash Dept. Finance

Cashier Test

Score 13 / 15

1) A roll of quarters is worth?

- a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
b) \$6.00
c) \$4.00
d) \$2.00

4) A roll of pennies is worth?

- a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25

5) What does POS stand for?

- Patience over standards
- Percentage of sales
- Point of sales
- People over service

6) What is the current sales tax rate in your city.

- A customer
you give ba
a) \$4.06

you give back?

A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you have?

- a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06

you give back?

A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should

- a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

$$\begin{array}{r} 7.50 \\ 2.56 \\ 5.02 \\ 6.87 \\ \hline 60 \end{array}$$

Cashier Test

Score / 15

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21

14) What are the acceptable forms of ID for alcohol purchases?

ID, DL, passport

15) How many \$20 bills are in a bank band?

1000

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 Joshua Lynn Guss Date: February 25, 2019
Home Telephone (816) 756-4187 Other Telephone () ()
Present Address 3015 Paseo Blvd, Apt # 213
Permanent Address, if different from present address: _____
Email Address MIConcetto@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: \$9.00 per hr
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 ☐ Craigslist
Could you work overtime, if necessary? Yes ☒ No _____ If hired, on what date could you start working? 2/26/19

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		6am - 11pm	6am - 11pm	6am - 11pm	6am - 11pm	6am - 11pm	6am - 11pm
PM		11pm	11pm	11pm	11pm	11pm	11pm

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	Central High School	CITY & STATE	Porter, Michigan	GRADE OR DEGREE	COMPLETED	DID YOU GRADUATE?	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: Bad handles card, Agent Skills, Cashier Skills & Customer Service Course							

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

Type of Business

Telephone No. ()

Supervisor's Name

Your Position and Duties

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:

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: _____

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: yes, while in hospital having emergency surgery

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: Kellie Br. Han Telephone No. (814) 332-8158

Address _____
Occupation: Low Truck Co. driver Relationship: Business/Friend Number of Years Acquainted: 5

Name: Ernest Spriggs Telephone No. (814) 278-2484
Address: 3015 Lasco Blvd # 103

Occupation: Over Spriggs & Sons Relationship: friend/Business Number of Years Acquainted: 5
Name: Maria Miller Telephone No. (661) 341-5820

Address _____
Occupation: Wheeler Foods Market/owner Relationship: friend/job Number of Years Acquainted: 1

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

[Handwritten Signature]

Date

2/15/2019