

Interview Note Sheet

Applicant Information	
Name: <u>Tameka Thomas</u>	Date: <u>3/7/19</u>
Position (s) Applied for: <u>REST Service</u>	Referred by:
Interviewer: <u>Anthony W.</u>	Rate of Pay:

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

Seeking:
<u>Full-Time</u>
Part-Time

Total of _____ in Food Service/Hospitality

manager for PR
-REST standing / customer service
the center (RHE)

Wants to learn how to serve for Marriott
Service @ ~~Banquet~~ Dinnys.

P.O.S. Experience: Y / N details: Michael Muenes

Transportation
Car
Public Transit
Carpool (Rider / Driver)

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

Certifications (if any)
AKC

TIPS
Serv-Safe
LEAD
Other TH

Availability
Will Submit

Details:
Open
AM only
PM only
Weekdays only
Weekends only

Uniforms Owned:
Bistro
Black Bistro
Tuxedo
1/2 Tuxedo
Black Vest
Long Black Tie

Would you recommend this applicant for Acrobat Academy?
Chef Coat
Chef Pants
Knives
Black Pants
Non-Slip Shoes
Bow Tie
Other:

Convention Candidate?
Other Languages Spoken:

Tameka

Toombs

816.433.2659

2121 Askew Ave.

Kansas City, MO 64127

tamekatoombs50@gmail.com

Objectives

To secure a position within a leadership role, or with potential to develop into a leadership role. Having the ability to apply past knowledge and skills to flourish within a growing or established company. Striving to develop employees to exceed company expectations.

Experience

October-2018/Current/ Customer Service Representative
Rent-A-Center/Kansas City, MO

- *Taking customer's payments
- *Calling for daily reminders of payments
- *Helping customers pick out furniture for living dining or bedroom
- *Helping customers pick out televisions, stereo systems, appliances and any other needs a customer has

January 2017-July 2018/Call Center Representative
USA 800/Raytown, MO

- *Making inbound
- *Outbound calls
- *Collecting payments
- *Helping past due customers get back on track.

August 2014 - December 2016/Store Manager
Dollar General/North Kansas City, MO

- *Supported on boarding and ongoing training of associates
- *Ensured that the store was appropriately staffed to effectively open and close each day
- *Efficiently facilitated the staging, stocking, and storage of merchandise
- *Maintained a clean and well organized store, while ensuring a safe and secure shopping environment
- *Maintained accurate inventory levels by controlling damages, markdowns, scanning, paperwork and facility controls

June 2010 - July 2014/Manager
Burger King/Kansas City, MO

- *Effectively communicated goals for each shift to provide clear direction to associates
- *Delivered outstanding guest services by maintaining a positive attitude, while coaching associates to connect with each guest in the same manner
- *Consistently reviewed the store environment to identify problems, concerns, and opportunities for improvement

Skills

Effective problem solving

Attention to detail

Cash handling

Organization, planning, and prioritization

Proficiency in Microsoft office

Strong supervisory, teambuilding, guest service, and leadership skills

*Solely responsible for the restaurant's profit and loss management

Tamela Thomas 3-7-19

Cashier Test

Score 12 / 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?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

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

1.25

7) 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 give back?

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

8) 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 you give back?

- 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

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 or drivers license

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

15

100

Employment Application

Acrobat
outsourcing
Your Hospitality Staffing Professionals

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 Tameka Thomas Date: March 7th 2019
Home Telephone (816) 433-2459 Other Telephone ()
Present Address 2121 Askeo Ave. Kansas City, MO 64127
Permanent Address, if different from present address:
Email Address tamekathomas50@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier, housekeeping, food service
Are you currently registered with any staffing and/or employment agencies? If so, please list No
Salary desired: \$10 - \$12.00 hour

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 Sada Hayes ☐ 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? Sunday 3-10-2019

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 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	7	7	7
PM	3	3	3	3	3	3	3
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
Sada Hayes

If hired, would you have a reliable means of transportation to and from work?

If hired, can you present evidence of your legal right to live and work in this country?

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?

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	Kansas City, mo	GRADE OR DEGREE COMPLETED	12th	DID YOU GRADUATE?	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".									
Are you computer literate? If so, list software knowledge under "Special".									
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special".									
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".									
Special:									
Customer Service Skills									
Cashiering Skills									
Sales etc.									

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 Planet a center

Type of Business _____

Your Position and Duties _____

Telephone No. () _____

Supervisor's Name _____

Dates of Employment: From 10/2018 To 3/2019

Reason for Leaving: _____

Name and Address of Employer USA 800

Type of Business _____

Your Position and Duties _____

Telephone No. () _____

Supervisor's Name _____

Dates of Employment: From 1/2017 To 7/18

Reason for Leaving: _____

Name and Address of Employer _____

Reason for Leaving: _____

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 _____

Dollar General

Type of Business _____

Your Position and Duties _____

Telephone No. () _____

Supervisor's Name _____

Dates of Employment: From 8/14 To 12/16

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: _____

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: _____

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: _____

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

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

Jamuk Jank

Date

3-7-19