

Interview Note Sheet

Applicant Information	
Name: <u>Erinna Dunn</u>	Date: <u>3/12/19</u>
Position (s) Applied for: <u>Cashier</u>	Referred by: <u>Cashier</u>
Interviewer: <u>Cashier</u>	Rate of Pay: <u>Cashier</u>

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

Seeking:	Full-Time	Part-Time
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Total of _____ in Food Service/Hospitality

Catering Coordinator -
Cashier, Drinks,
Research - Transport Patient.
Cashier
Dishwasher - Prep Cook
Cashier

P.O.S. Experience Y / N details: Cashier/Manager

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

Certifications (if any) all

TIPS Serv-Safe LEAD Other Will Submit

Availability Open AM only PM only Weekdays only Weekends only

Uniforms Owned: Details: all

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: all

Would you recommend this applicant for Acrobat Academy? Convention Candidate? Other Languages Spoken:

Cashier Test

Score 14 / 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?

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?

valid driver license/state ID

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

100

First and Last Name: TRIONA DUNN
Email: edmunds@acrobat.com
Phone number: 810-328-7597

Working Experience:

Company Name: EXL
Dates of Employment: Sept 18 - March 19
Job Responsibility:

answered phones
process transactions + reply to inq.
use computer system
Company Name: Research Hospital
Dates of Employment: June 17 - Aug 18
Job Responsibility:

admitting patients
answered phone calls
handle medical equip.
Company Name: CV Hospital
Dates of Employment: Sept - 2016 - March 2017
Job Responsibility:

greeted customers
cashier
answered phones
prep food

Skills

ability to work under pressure
cashier
customer care
fast pace

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 Edna Dunn Home Telephone (814) 328-7597 Present Address 4325 Benton Blvd Permanent Address, if different from present address: edum55@gmail.com Email Address _____

EMPLOYMENT DESIRED

Position applying for: Cashier

Are you currently registered with any staffing and/or employment agencies? If so, please list _____

Are you applying for:

Full-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 ☒ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Could you work overtime, if necessary? Yes ☒ No ☐

If hired, on what date could you start working? 3/12/19

Please keep in mind that schedules and shifts may vary 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	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 ☐

Acrobat

outsourcing
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 <u>Northeast High</u>		CITY & STATE <u>KCMO</u>	GRADE OR DEGREE <u>HS Diploma</u>	DID YOU GRADUATE? <u>Yes</u>
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:				

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 customer service ref

Type of Business _____

Your Position and Duties _____

Telephone No. () _____

Supervisor's Name marlon

Dates of Employment: From Sept 18 To march 19

Reason for Leaving: needed better pay

Name and Address of Employer Research Hospital

Type of Business _____

Your Position and Duties _____

Telephone No. () _____

Supervisor's Name Steve

Dates of Employment: From June 2017 To Aug 2018

Reason for Leaving: better hours

Name and Address of Employer KU Hospital

Type of Business _____
Your Position and Duties Catering coordinator for
Dates of Employment: From Sept 2016 To March 2017
Reason for Leaving: close to home
Name and Address of Employer _____
Type of Business _____
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 X
JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.
Name: Aa Buch Address: Kemo
Occupation: cust. service
Relationship: -cousin Number of Years Acquainted: 2
Telephone No. (816) 777-7791

Name: Mica White Address: Kemo
Occupation: _____
Relationship: _____ Number of Years Acquainted: _____
Telephone No. (816) 812-1437

Name: _____ Address: _____
Occupation: _____
Relationship: close friend Number of Years Acquainted: 7
Telephone No. () _____

Occupation: _____
Relationship: _____ Number of Years Acquainted: _____
Address: _____
Telephone No. () _____

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.

FD

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.

FD

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 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.

FD

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.

FD

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

[Signature]

Date

3/12/18