

Interview Note Sheet

Applicant Information		Interview Note Sheet	
Name:	Williamse Giddins	Interviewer:	Anthony W.
Date:	3/13/19	Rate of Pay:	
Position (s) Applied for:	CRS/HK	Referred by:	

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

Seeking:	Full-Time	Part-Time
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Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Heat Density - 100

- STAFF
- Trade
- Management

Cost - Profit

Ques - Payment.

P.O.S. Experience: ☒ Y / ☐ N details:		Transportation	
Car		Public Transit	
Regions Available to work:		Carpool (Rider / Driver)	
Kansas City,KS		Overland Park,Kansas	
Kansas City,MO		Independence,MO	
Certifications (if any)		TIPS	
Serv-Safe		LEAD	
Other		Will Submit	
Availability		Open	
AM only		PM only	
Weekdays only		Weekends only	
Details:		Uniforms Owned:	
Bistro		Black Bistro	
Chef Coat		Chef Pants	
Knives		Tuxedo	
1/2 Tuxedo		Black Vest	
Long Black Tie		Bow Tie	
Other:		Non-Slip Shoes	
Convention Candidate?		Other Languages Spoken:	
Would you recommend this applicant for Acrobat Academy?			

Williamese Giddins

Kansas City, MO

williamesegiddins9_2x7@indeedemail.com
816-694-6781

Authorized to work in the US for any employer

Work Experience

Teacher

HAPPY DAYS PRESCHOOL - Kansas City, MO
October 2014 to Present

Provide safe fun learning environment for children in my care, greet parents and visitors, give tours
and take payments

dietary assist manger/ cook

Golden Living Centers
2012 to 2014

Customer Service Representative

Medco Services
2010 to 2012

Education

High school in High school

Father Flanagan - Omaha, NE
August 1990 to May 1994

Some college

Certifications/Licenses

CPR/AED for Professional Rescuers and Health Care Providers
November 2017 to November 2019

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 Williamese Gaddins Date: 3/13/18
Home Telephone (816) 694-6781 Other Telephone ()
Present Address 1414 E 72nd St Kansas City MO
Permanent Address, if different from present address:
Email Address wgaddins93@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier
Are you currently registered with any staffing and/or employment agencies? If so, please list no
Salary desired: open

Are you applying for:
Full-time work? Yes X No
Part-time work? Yes X 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 ☐ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐ Other Web Posting ☒ Other Source ☐
Could you work overtime, if necessary? Yes X 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		open	open				
PM	X	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 X
If yes, when? _____
Do you have friends or relatives working for Acrobat Outsourcing? Yes No X
If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes X No X
If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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	Fether Hancgaur Penn Valley	
CITY & STATE	Chaska MN	Kansas City MO
GRADE OR DEGREE	12	1
DID YOU GRADUATE?	yes	NO
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:		

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: Happy Day Preschool
Type of Business: Childcare
Your Position and Duties: Review safe fun learning environment for children, greet visitors, give tours, take payment
Dates of Employment: From 10/14 To 2/19
Reason for Leaving: Closed due low enrollment

Name and Address of Employer: Golden Living Kalhaver
Type of Business: Nursing home
Your Position and Duties: Assist Manager/Cook - Staffing
Dates of Employment: From 2/12 To 8/14
Reason for Leaving: Moved out of State

Name and Address of Employer: 301 Hugs
Type of Business: Nursing home
Your Position and Duties: Assist Manager/Cook - Staffing
Dates of Employment: From 2/12 To 8/14
Reason for Leaving: Moved out of State

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 _____
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: Mona Lowery
Address: 5011 Taylor
Occupation: Retired
Relationship: Friend
Number of Years Acquainted: 20
Telephone No. (402) 612-1288

Name: Ebony Martin
Address: 8065 Brooklyn
Occupation: Leave House
Relationship: Cousin
Number of Years Acquainted: 30
Telephone No. (416) 372-1149

Name: Sierra Burnett
Address: 7415 Tracy
Occupation: Beetham
Relationship: Cousin
Number of Years Acquainted: 30
Telephone No. (416) 301-3973

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



Date

3/13/19

Cashier Test

Score 15 / 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?

4.225%

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?

$$\begin{array}{r} 1.25 \\ + 0.90 \\ + 0.79 \\ \hline 2.94 \\ 10.00 \\ - 2.94 \\ \hline 7.06 \end{array}$$

- 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?

$$\begin{array}{r} 10.50 \times 2 = 21.00 \\ 7.25 \times 2 = 14.50 \\ \hline 35.50 \\ 50.00 \\ - 35.50 \\ \hline 14.50 \end{array}$$

- 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?

$$\begin{array}{r} 3.75 \\ + 4.25 \\ \hline 8.00 \\ 20.00 \\ - 8.00 \\ \hline 12.00 \end{array}$$

- 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?

$$\begin{array}{r} 3.75 \times 2 = 7.50 \\ 1.25 \times 2 = 2.50 \\ 2.50 \times 2 = 5.00 \\ 3.25 \times 2 = 6.50 \\ \hline 21.50 \\ 100.00 \\ - 21.50 \\ \hline 78.50 \end{array}$$

- 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?

State issued

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

150