

Interview Note Sheet

Applicant Information	
Name: <u>Jessica Gomez</u>	Interviewer: <u>Anthony</u>
Date: <u>3/19/19</u>	Rate of Pay: <u>11.50</u>
Position (s) Applied for: <u>CASHIER</u>	Referred by:

Test Scores		Seeking:	
Server	% /35	Full-Time	
Prep Cook	% /15	Part-Time	
Grill Cook	% /40		
Dishwasher	% /10		
Bartender	% /35		
Barista	% /15		
Cashier	% /15		
Housekeeping	% /16		

Relevant Experience & Summary of Strengths	
<u>VS - CASHIER - 3 months</u> <u>Temp - Seasonal</u> <u>1 year Restaurant - Prep cook / wash</u> <u>Vegetarian</u> <u>CASHIER make</u>	
P.O.S. Experience: <u>Y</u> / N details: _____	
Transportation <u>Car</u> Public Transit Carpool (Rider / Driver)	
Regions Available to work: Kansas City, KS Overland Park, Kansas Kansas City, MO Independence, MO	
Certifications (if any)	
TIPS Serv-Safe LEAD Other <u>ST / Kansas</u>	
Availability Open AM only PM only Weekdays only Weekends only	
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:	

Will Submit	
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Jessica Hernandez Gomez

Kansas City, MO

jessicahernandezgomez54_b36@indeedemail.com

Work Experience

Cashier/Sales Associate

Victoria's Secret - Independence, MO
December 2018 to January 2019

Help customers find things clean

Victoria Secret

Education

High school in Psychology

Frontier High School - Kansas City, MO
August 2013 to May 2017

High school or equivalent

Skills

Customer Service, Cash Register, Microsoft Office

Assessments

Retail Cash Handling — Proficient

February 2019

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: https://share.indeedassessments.com/share_assignment/6mlnlnj7netef8g9xq

Problem Solving — Proficient

February 2019

Measures a candidate's ability to analyze relevant information when solving problems.

Full results: https://share.indeedassessments.com/share_assignment/8xrn8d-pbqwhxvcs

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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 Jessica Hernandez Gomez Date: 3/19/2019

Home Telephone (816) 714-0541

Other Telephone () ()

Present Address 6435 E 12th Kansas City Mo

Permanent Address, if different from present address:

Email Address Jessica.hernandez@sigmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: _____

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 X No _____

Temporary work, e.g., summer or holiday work? Yes X 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 X No _____ If hired, on what date could you start working? As soon as possible

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 times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am
PM	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm
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 _____

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	Frontier stem	
CITY & STATE	Kansas City mo	
GRADE OR DEGREE	High School	
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."	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:	NO	

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: Country club church

Type of Business: Child care

Your Position and Duties: wacth kids, write mem attend mops

Dates of Employment: From August 2018 To currently

Reason for Leaving:

Telephone No. (47) 451-7741

Supervisor's Name: Ashley

Name and Address of Employer: Victoria Secret [Pink]

Type of Business: Retail

Your Position and Duties: cashier

Dates of Employment: From Nov 2018 To January 2019

Reason for Leaving: Temporary, seasonal

Telephone No. (816) 531-2650

Supervisor's Name: Tiffany

Name and Address of Employer: MCH, childcare

Type of Business:

Your Position and Duties:

Dates of Employment: From Nov 2018 To January 2019

Reason for Leaving: Temporary, seasonal

Ashley

Supervisor's Name

Telephone No. (516) 942-2620

Your Position and Duties

Childcare

with watch kids

Dates of Employment: From

June 2017 To Oct 2017

Reason for Leaving: Manager changed problems

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: Maria Montoya

Telephone No. (816) 739-0955

Address

Occupation:

Relationship: Mentor

Number of Years Acquainted: 5

Name: Ashley

Telephone No. (471) 459-7761

Address

Occupation:

Relationship: Boss

Number of Years Acquainted: 3

Name: Angelica

Telephone No. (816) 739-0680

Address

Occupation:

Relationship: Coworker

Number of Years Acquainted: 7

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

Cashier Test

Score 10 / 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?
a) 8.75%
- 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

$$\begin{array}{r} 14.50 \\ + 21.00 \\ \hline 35.50 \end{array}$$

$$\begin{array}{r} 10.90 \\ + 7.19 \\ \hline 18.09 \end{array}$$

$$\begin{array}{r} 10.90 \\ - 2.74 \\ \hline 8.16 \end{array}$$

$$2.50$$

$$\begin{array}{r} 7.50 \\ + 4.50 \\ \hline 12.00 \end{array}$$

$$\begin{array}{r} 100.00 \\ - 21.50 \\ \hline 78.50 \end{array}$$

$$\begin{array}{r} 4.75 \\ + 3.75 \\ \hline 8.50 \end{array}$$

$$\begin{array}{r} 7.50 \\ + 7.50 \\ \hline 15.00 \\ + 15.00 \\ \hline 30.00 \end{array}$$

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?

Birth Certificate, State ID, Drivers License

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

5

1000