

Interview Note Sheet

Applicant Information	
Name: <u>Shellie Jennings</u>	Interviewer: <u>Anthony W.</u>
Date: <u>4/10/19</u>	Rate of Pay:
Position (s) Applied for: <u>Cashier/Server</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	<u>12</u> /15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Hotel President - Server Total of _____ in Food Service/Hospitality
Hotel Phillips - Server Customer service worker
Stadium - Apprentice Cashier/Prep - 3 years

P.O.S. Experience: Y / N details: _____

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Kansas City,KS

Overland Park,Kansas

Kansas City,MO

Independence,MO

ALL

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other IT# ONE PERSON

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

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:

Shellie Jennings

Kansas City, MO

shelliejennings5_knn@indeedemail.com

8163166738

Work Experience

Server/Cashier

Apprentice Personnel

July 2014 to Present

I work at area venues, hotels, convention centers, etc. Serving patrons in every capacity, doing general cleaning and extending a hand where needed.

Server

All Team Staffing - Kansas City, MO

March 2013 to January 2017

Responsibilities

I serve customers food and beverages in a timely manner. I also make sure that all areas remain clean. I engage in general conversation with guests.

Accomplishments

I had the opportunity to be of service to the Make-A-Wish foundation while helping to serve over 10,000 people during a week long ride on Warren Buffett's train.

Skills Used

I use customer service, problem solving, personality, team encouraging, hard working, and having a passion for working in this field.

Assistant caterer

James Family Catering - Kansas City, MO

February 2008 to January 2012

Responsibilities

I ordered supplies, cooked food, made deliveries, set up and broke down venues for catering, hosted and maintained small and large parties. Averaged books and made deposits.

Accomplishments

Being able to cook for 1or 1000. Helping a new company to grow. Developed recipes.

Skills Used

Organization, budgeting,creative, ability to wear many hats. Listening and following directions.

Education

Construction Trades

Joe Herndon AVTS - Raytown, MO
September 1995 to May 1996

Certificate in Culinary Arts

Penn Valley Community College - Kansas City, MO
1991 to 1992

Certifications/Licenses

Food Handler

Liquor license

Additional Information

I have several years of customer service, food handling, commercial driving, retail and hospitality experience at the ready.

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 Shellie D. Jennings Date: 4-10-19
Home Telephone (816) 316 6738 Other Telephone ()
Present Address 2915 Lockridge Ave. K.C. mo 64128
Permanent Address, if different from present address:
Email Address mrs.mnj@gmail.com

EMPLOYMENT DESIRED

Position applying for: cashier or server Salary desired: OPEN
Are you currently registered with any staffing and/or employment agencies? If so, please list
#0 yes but haven't been on an assignment in a long time
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 ☐ Indeed
Could you work overtime, if necessary? Yes ___ No ___ If hired, on what date could you start working? 4-11-19

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	<u>open</u>	<u>availability AS</u>	<u>OF</u>	<u>RIGHT NOW</u>			
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: 4-13-19
may 16 - graduation

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 ___

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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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
East High	KCMO	12th	yes
Penn Valley	KCMO	DNF	NO (33 hrs)
Do you have any special licenses, certificates or special training? If so please list under "Special."		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special." BASIC Computer knowledge		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: JOE Heendon AUTS certificate Construction Trades, micros systems Excellent customer service skills.			

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 Apprentice Personnel 75th Quivira Shawnee KS

Type of Business Temp Agency Telephone No. (913) 631 8367 Supervisor's Name PATTY

Your Position and Duties Cashier/ server worked at Area hotels and venues serving patrons, - did general cleaning, banquets set-up + breakdown.

Dates of Employment: From 7-14 To present

Reason for Leaving: NO Assignments.

Name and Address of Employer All Team 4049 Pennsylvania KCMO

Type of Business Temp Agency Telephone No. (816) 756 3233 Supervisor's Name FRANCESCA

Your Position and Duties Server - worked on a train, hotels, casinos, banquet halls and convention centers serving food and alcohol, cleaning, setting up and breaking down

Dates of Employment: From 2-12 To 2-17

Reason for Leaving: needed more money.

Name and Address of Employer James Family Catering 2832 Askew KCMO

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outsourcing

Your Hospitality Staffing Professionals

Type of Business Catering

Telephone No. (816) 801 9859

Supervisor's Name Fred James

Your Position and Duties Asst. Caterer - All phases of catering from ordering, delivery, hosting, setting up, prepping, hosting, cooking etc.

Dates of Employment: From 10-08 To 1-12

Reason for Leaving: company closed

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: No

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?
If so, describe: _____

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: Nichole Johnson

Telephone No. (816) 651-7503

Address 2929 Victor KCMO

Occupation: Driver ATA

Relationship: friend

Number of Years Acquainted: 35

Name: Lori Taylor

Telephone No. (816) 309-6022

Address 2845 Askew KCMO

Occupation: security

Relationship: friend

Number of Years Acquainted: 40

Name: Carol Worley

Telephone No. (816) 756-1527

Address 3915 Tracy KCMO

Occupation: HR Director (Ret'd)

Relationship: friend

Number of Years Acquainted: 25

Please Read Carefully, Initial Each Paragraph and Sign Below

SDJ 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.

SDJ 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.

SDJ 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.

SDJ 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.

SDJ 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

Mellie de Jesus

Date

4-10-19

- b 1) A roll of quarters is worth?
- \$5.00
 - \$10.00
 - \$15.00
 - \$20.00

- A 2) A roll of dimes is worth?
- \$5.00
 - \$4.00
 - \$3.00
 - \$2.00

- d 3) A roll of nickels is worth?
- \$8.00
 - \$6.00
 - \$4.00
 - \$2.00

- C A 4) A roll of pennies is worth?
- \$1.00
 - \$0.75
 - \$0.50
 - \$0.25

- c 5) What does POS stand for?
- Patience over standards
 - Percentage of sales
 - Point of sales
 - People over service

- 8.6% 6) What is the current sales tax rate in your city _____?

- c 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?
- $$\begin{array}{r} 1.25 \\ 0.90 \\ 0.79 \\ \hline 2.94 \end{array} \quad \begin{array}{r} 10.00 \\ 2.94 \\ \hline 7.06 \\ 10.00 \end{array}$$
- \$4.06
 - \$2.06
 - \$7.06
 - \$5.06

- b 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?
- $$\begin{array}{r} 10.50 \\ 2 \\ \hline 21.00 \end{array} \quad \begin{array}{r} 7.25 \\ \times 2 \\ \hline 14.50 \\ 21.00 \\ \hline 35.50 \end{array} \quad \begin{array}{r} 50.00 \\ 35.50 \\ \hline 14.50 \\ 0.00 \end{array}$$
- \$19.50
 - \$14.50
 - \$9.50
 - \$4.50

- d 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?
- $$\begin{array}{r} 4.25 \\ 3.75 \\ \hline 8.00 \end{array}$$
- \$6.00
 - \$8.00
 - \$10.00
 - \$12.00

- A 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?
- $$\begin{array}{r} 3.75 \\ 2 \\ \hline 7.50 \\ 2.50 \\ \hline 10.00 \\ 100.00 \\ \hline 50.00 \end{array} \quad \begin{array}{r} 15.00 \\ 6.50 \\ \hline 21.50 \end{array} \quad \begin{array}{r} 100.00 \\ 21.50 \\ \hline 78.50 \\ 100.00 \end{array}$$
- \$78.50
 - \$58.50
 - \$38.50
 - \$28.50

A

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

B

C

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? military, state, passport, school

15) How many \$20 bills are in a bank band? 100