

# 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

Test Scores						Seeking:
Server	/35	%	Bartender	/35	%	
Prep Cook	/15	%	Barista	/15	%	
Grill Cook	/40	%	Cashier	12 /15	%	
Dishwasher	/10	%	Housekeeping	/16	%	

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 - Appenut Cashier/Prop - 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

1A 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

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### **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 1 or 1000. Helping a new company to grow. Developed recipes.

#### Skills Used

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

## Education

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### **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 Shelbie J. Jennings Date: 4/10/19  
 Home Telephone (816) 316 6738 Other Telephone ( )  
 Present Address 2915 Lockridge Ave. KC. mo 64128  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address mrsmnj@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

NO 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 of 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
Renn Valley	KCMO	DNF	No (33 hrs)
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." <u>BASIC Computer knowledge</u>		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: <u>Joe Heendron AUS certificate Construction Trades, micros systems</u> <u>Excellent customer service skills.</u>			

## 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 Quintra 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 Silver - 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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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? 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: 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

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outsourcing  
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**Please Read Carefully, Initial Each Paragraph and Sign Below**

SJD 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.

SJD 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.

SJD 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.

SJD 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.

SJD 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 Al Dray

Date

4-10-19

b 1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

d 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

A 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C 5) What does POS stand for?

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

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

$$\begin{array}{r}
 1.25 \\
 0.90 \\
 0.79 \\
 \hline
 2.94
 \end{array}
 \quad
 \begin{array}{r}
 10.00 \\
 -2.94 \\
 \hline
 7.06
 \end{array}
 \quad
 \begin{array}{r}
 0.00 \\
 +10.00 \\
 \hline
 10.00
 \end{array}$$

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?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

$$\begin{array}{r}
 10.50 \\
 \times 2 \\
 \hline
 21.00
 \end{array}
 \quad
 \begin{array}{r}
 7.25 \\
 \times 2 \\
 \hline
 14.50
 \end{array}
 \quad
 \begin{array}{r}
 50.00 \\
 -35.50 \\
 \hline
 14.50
 \end{array}
 \quad
 \begin{array}{r}
 0.00 \\
 +14.50 \\
 \hline
 14.50
 \end{array}$$

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?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

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

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?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

$$\begin{array}{r}
 3.75 \\
 \times 2 \\
 \hline
 7.50
 \end{array}
 \quad
 \begin{array}{r}
 1.25 \\
 \times 2 \\
 \hline
 2.50
 \end{array}
 \quad
 \begin{array}{r}
 2.50 \\
 \times 2 \\
 \hline
 5.00
 \end{array}
 \quad
 \begin{array}{r}
 3.25 \\
 \times 2 \\
 \hline
 6.50
 \end{array}
 \quad
 \begin{array}{r}
 100.00 \\
 -78.50 \\
 \hline
 21.50
 \end{array}
 \quad
 \begin{array}{r}
 100.00 \\
 -21.50 \\
 \hline
 78.50
 \end{array}
 \quad
 \begin{array}{r}
 0.00 \\
 +78.50 \\
 \hline
 78.50
 \end{array}$$

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

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

C

**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? 15 100