

Interview Note Sheet

Applicant Information

Name: <u>Gena May Allen</u>	Interviewer: <u>Anthony W.</u>
Date: <u>4/18/19</u>	Rate of Pay:
Position (s) Applied for: <u>Server / Food Runner</u>	Referred by:

Test Scores

Server	<u>29.</u> /35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Loose Manism - Set-Up
Clean Up
Banquet Served
-IHOP / Denny - Restaurant style

Total of _____ in Food Service/Hospitality

Can carry Tray.
BAR - Backing -
served

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

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other TIPS / FA w/

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: open

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:

Gena May Allen

Kansas City, MO 64128
genaallen5_5oh@indeedemail.com
816-299-3144

Please email if can't get ahold of by phone Zaiahmiayah1315@gmail

Authorized to work in the US for any employer

Work Experience

Customer Service Representative

USA 800 - Tiffany Springs, MO
October 2017 to Present

I take phone calls Hickory farms help members please orders

FedEx Package Handler

FedEx - Kansas City, MO
April 2017 to Present

Part time 10:30 pm to 2:30 am

I load trucks and I also sort the packages to be loaded on to the right trucks

Customer Service Representative

Alorica /United health care - Saint Joseph, MO
September 2016 to Present

Assist members with information about their ma /mapd plans

If they need assistance with a claim I assisted that if they need assistance on finding a physician or a primary care I assist with that if they need. understanding of Pharmacy copays benefits anything about there plan i help with. I use

Waiter/Server

Ihop - Raytown, MS
August 2018 to April 2019

Wendy's Crew Member

Wendy's - Saint Joseph, MO
October 2015 to October 2016

I would assist customers in placing their order maintaining keeping up with a accurate speed on service I would also assist members on making orders

Duty deep cleaning such as mopping sweeping wiping down walls xcetera

Nursing Assistant

Carriage Square Living and Rehab - Saint Joseph, MO
April 2011 to September 2013

I would help the residents with basic needs or needs that best fits them I would help get them dressed I would help get them into showers I will help them get back and forth to their meals I would also help in assisting with daily living activities I would also read to the residence I would also document the day that the member and I had I would pretty much assist the member in anything that they will need assistance with with the appropriate tone and accuracy

Packer/Loader

Triumph Foods - Saint Joseph, MO
February 2010 to March 2012

I would assist in packing meat making sure a order gets out by its directed time I would also assist with packing with other lines such as tenderloins ribs pork chops I would make sure that orders get place at the accurate time and make sure they are sent off by the appropriate time that was scheduled

Education

Diploma

Ruskin High School

Skills

I'm a faster learner, I work well with other im, Im great at leading and taking on challenging task, very eager to learn new things, I. And no how to use Microsoft as well typing copies e.g. (7 years), Call Center, Customer Care, Customer Service, CSR

Certifications/Licenses

TABC

Additional Information

currently is seeking jobs in the Kansas City area I do have experience in various customer service skills I am a very fast learner a very hard worker and very to determine for problem solving issues I am someone who very willing to help on a problem solving work well in a in team . analyzing over viewing problems

I've also did volunteer work for a combat such as in handing out flyers going door-to-door I have also volunteered on a horse ranch healthy maintaining the horses cleaning I've also done volunteer work at Nursing Home Services which is daily care services needed I have also done volunteer work for a company called Ozanam with filing papers copying booking just a various of things I am a very determined worker and is always willing to learn new things

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 Gena May Allen Date: 4/18/19
Home Telephone (816) 299-3144 Other Telephone () _____
Present Address 3449 E 54th St KC MO 64130
Permanent Address, if different from present address: _____
Email Address Laiahm1aaph1315@gmail.com

EMPLOYMENT DESIRED

Position applying for: open Salary desired: open
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 ☒ 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 ☒
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? 4/19/19

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>	_____	_____	_____	_____	_____	_____
PM	<u>open</u>	_____	_____	_____	_____	_____	_____

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 ☐

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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?
Dramen	Martin City	Basic	yes
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 IHOP Raytown MO

Type of Business _____ Telephone No. (____) _____ Supervisor's Name ERIC

Your Position and Duties I would take orders, price the orders, make sure food is right, clean, mop, ect

Dates of Employment: From Nov 5th 2018 To April 3rd 2019

Reason for Leaving:

Name and Address of Employer Denny's KC MO

Type of Business _____ Telephone No. (____) _____ Supervisor's Name ROSE

Your Position and Duties I would greet the guest, place & take orders

Dates of Employment: From Jan 2017 To Nov 2018

Reason for Leaving: I had a family prob

Name and Address of Employer FedEx NKC MO

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outsourcing
Your Hospitality Staffing Professionals

Type of Business _____ Telephone No. (____) _____ Supervisor's Name Paul
Your Position and Duties I would load trucks

Dates of Employment: From _____ To _____

Reason for Leaving: Got hurt on the job couldn't keep up
once I got hurt
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 X
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: Antwaine Byers Telephone No. (816) 510 2389

Address _____

Occupation: Dennis Relationship: coworker Number of Years Acquainted: 9

Name: Sierra Cruise Telephone No. (816) 383 1754

Address _____

Occupation: Fedex Relationship: coworker Number of Years Acquainted: 7

Name: Stephenie Walker Telephone No. (816) 516 0630

Address _____

Occupation: IT Hop Relationship: co-worker Number of Years Acquainted: 4

Please Read Carefully, Initial Each Paragraph and Sign Below

GA

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.

GA

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.

GA

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.

GA

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.

GA

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

[Signature]

Date

4/18/19

Name Gina Allen

Servers Test

Score 29 / 35

Multiple Choice

A 1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

D 5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- d) All of the above

6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

D Scullery

E Queen Mary

A Chaffing Dish

B French Passing

G Russian Service

F Corkscrew

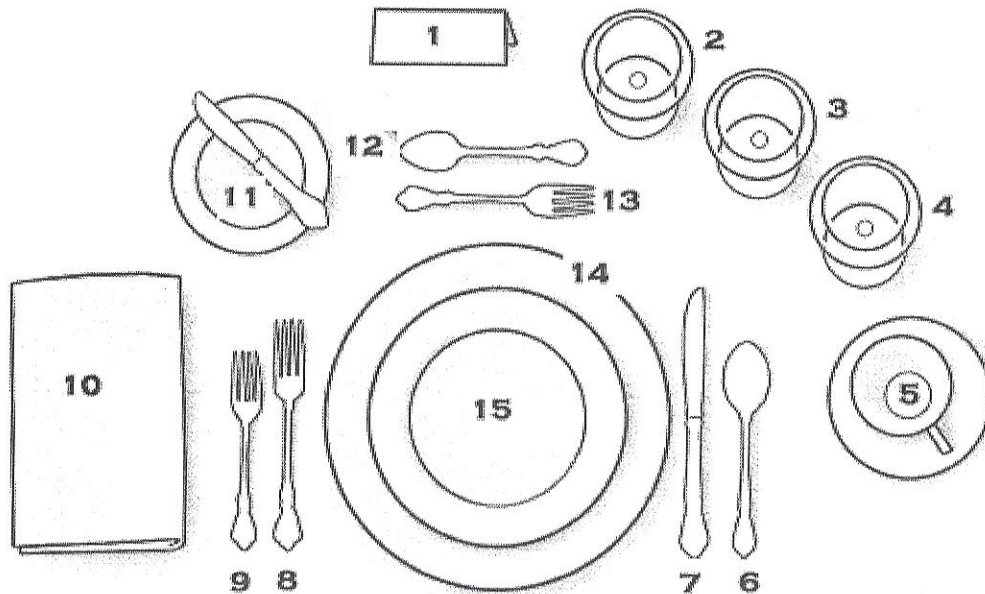
C Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- G. Style of dining in which the courses come out one at a time

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>3</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>5</u>	Salad Plate	<u>2</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

- The utensils are placed 5 1-2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar & Cream
- Synchronized service is when: _____
- What is generally indicated on the name placard other than the name? _____
- The Protein on a plate is typically served at what hour on the clock? _____
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
go talk to the cook and ask or let the cook know