

# Interview Note Sheet

## Applicant Information

Name: <u>Angehia Tiller</u>	Interviewer: <u>Anthony W.</u>
Date: <u>4/24</u>	Rate of Pay:
Position (s) Applied for:	Referred by:

## Test Scores

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

Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

Sonic - Cashier - 1 yrs  
management - 2 yrs      Total of \_\_\_\_\_ in Food Service/Hospitality  
Housekeeper - Phillips

—  
Server - Sweet Teas      Cashier to Walmart.

Crazy Crab - Server.

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 FH / Regis      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

Would you recommend this applicant for Acrobat Academy?      Convention Candidate?      Other Languages Spoken:

# Angelica Tiller

Kansas City, MO 64128  
[angelicatiller6\\_bi5@indeedemail.com](mailto:angelicatiller6_bi5@indeedemail.com)  
816-491-0206

Sonic drive in is highly effective at anticipating and accommodating customer needs. Friendly, punctual and enthusiastic team player. Excellent communication skills and rapid and precise customer service skills is needed every day. Must possess time management skills as there can be some down time throughout the day. Crew Members offering a positive attitude and flexible schedule, Works well independently or with others as a team.

Authorized to work in the US for any employer

## Work Experience

---

### **cashier**

Walmart - Kansas City, KS  
November 2016 to May 2017

Kansas city, Kansas

- Worked with customer service to resolve issues
- Maintained friendly and professional customer interactions.
- Operated cash register with proficiency.
- Cleaned and straightened work area.
- Operated checkout lanes

### **Housekeeper**

Great Wolf Lodge - Kansas City, KS  
April 2016 to November 2016

Kansas City, KS

- Cleaned, stocked and changed linens in guest rooms according to specific company guidelines and ensured that each room met standard setup compliance.
- Trained newly hired room attendants on company policies, cleaning procedures and customer service techniques.
- Vacuumed, dusted, and polished furniture in the common areas including hallways and waiting areas at elevators.
- Welcomed guests, provided answers to questions, and anticipated guests' service needs.

### **manager**

Sonic Drive In  
October 2012 to March 2015

- Consistently provided friendly guest service and heartfelt hospitality.
- Promptly and empathetically handled guest concerns and complaints.
- Demonstrated integrity and honesty while interacting with guests, team members and managers.
- Operated the drive-through window and sales register quickly and efficiently.
- Maintained high standards of customer service during high-volume, fast-paced operations

## Education

### **High school or equivalent**

## Skills

CUSTOMER SERVICE (6 years), RECEPTIONIST (3 years), RETAIL SALES (3 years), SALES (2 years), CASH (6 years), Fast Food (6 years), Food Service (6 years), Team Member (6 years), Food Prep (4 years)

## Additional Information

### SKILLS

- Customer-oriented
- Point of Sale (POS) system operation
- Quick learner
- Quick learner
- Organized multi-tasker
- Able to lift 50 pounds
- Friendly and helpful
- Valid Kansas driver's license
- Late-night shift availability
- Carbonated beverage dispenser cleaning and maintenance
- Good with numbers and math
- Fast and efficient service worker
- Mathematical strengths
- Sales proficiency
- Payment processing
- Receive return merchandise
- Cleaning standards
- Cleaning standards
- Customer relations
- Professional appearance
- Customer service mindset
- Cash handling accuracy
- Employee training

### EMPLOYMENT

## 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 Angelica Tiller Date: 4/24/2019  
 Home Telephone (816) 491-0206 Other Telephone (816) 491-0206  
 Present Address 9421 myrtle apt 143 Kansas city mo 64132  
 Permanent Address, if different from present address:  
 Email Address angelicatiller27@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server Salary desired: \$8.60

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? 4/25/19

*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>8:00AM</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>
PM	<u>6:00PM</u>						

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

May 2 9:00 AM Cart.

### 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

# Acrobat

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.) N/A

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?
JC Harmon High	Kansas City KS	12	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." <i>(check)</i>		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: ROS. MRCO.			

## 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 Crazy Crab

Type of Business Seafood Telephone No. (816) 437-7130 Supervisor's Name Ching, Shonae  
Your Position and Duties Server, making sure Guests are taking care of, take orders, bring them food

Dates of Employment: From 1-23-19 To 4-13-19

Reason for Leaving: Keep getting Shut down.

Name and Address of Employer Hotel Phillips

Type of Business Hot Hotel Telephone No. (816) 221-7000 Supervisor's Name Gigi  
Your Position and Duties Cleaning Hotel Room, making sure the Guests have every thing they need

Dates of Employment: From Jan - 2-18 To 4-16-18

Reason for Leaving: Left to Help my Grandmother out of State

Name and Address of Employer Sonic Drive In

# Acrobat

OUTSOURCING

Your Hospitality Staffing Professionals

Type of Business Restaurant

Telephone No. (913) 371-8777

Supervisor's Name Hank

Your Position and Duties Manager

running store, cash drops, take orders, make drinks, cook

Dates of Employment: From Oct 2012 To Jan 2018

Reason for Leaving: Change of living places.

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: James Clifton

Telephone No. (816) 491-0859

Address 9502 Manchester

Occupation: Warehouse

Relationship: friend

Number of Years Acquainted: 2

Name: Eric Smith

Telephone No. (816) 648-2424

Address \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: Coworker

Number of Years Acquainted: 3

Name: Ashley Coleman

Telephone No. (913) 940-1236

Address \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: Coworker

Number of Years Acquainted: 5

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

AJ 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.

AJ 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.

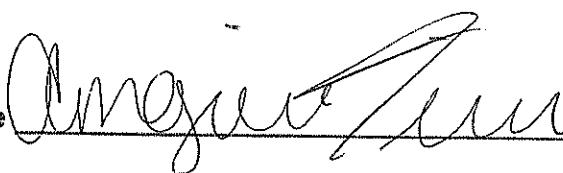
AJ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

AJ 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.

AJ 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 4-24-19

**Servers Test**

**Multiple Choice**

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

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 dinning 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

A. Metal buffet device used to keep food warm by heating it over warmed water

K Queen Mary

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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

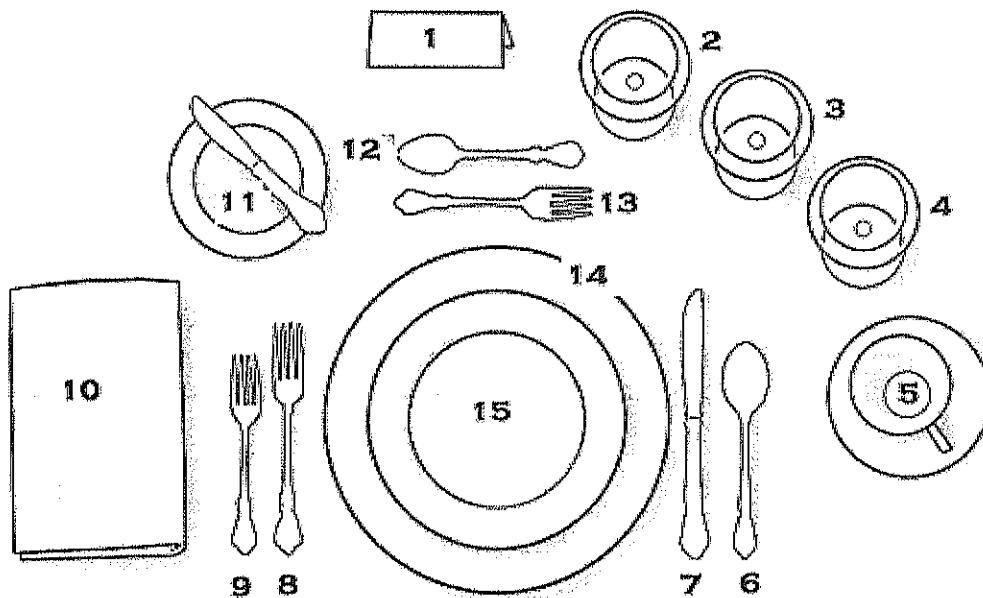
F Corkscrew

F. Used to open bottles of wine

C Tray Jack

G. Style of dining in which the courses come out one at a time

Name \_\_\_\_\_  
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>15</u>	Salad Plate	<u>2</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 2 in inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream and sugar
3. Synchronized service is when: Small Gourmet Meal Service
4. What is generally indicated on the name placard other than the name? Table com
5. The Protein on a plate is typically served at what hour on the clock? 5, 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Tell cook