

Interview Note Sheet

Applicant Information

Name: Tammie Palmer

Date: 3/15/19

Position (s) Applied for: Cashier

Interviewer: Anthony W.

Rate of Pay:

Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	<u>13</u> /15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Goodwill - Cashier
Stocking
Pruning -

Customer Service

Total of _____ in Food Service/Hospitality

Shred's - Market.

- Cashier Handling
- liquor / cngg sales.

Super America - Manager
(Shift)

P.O.S. Experience: Y / N details: all jobs -

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 / Clean

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: CALL

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Tammie Palmer

Cashier/Housekeeping

Kansas City, KS

tammiepalmer9_6ev@indeedemail.com

816-582-7008

Work Experience

Cashier

Goodwill Outlet Center - St. Louis, MO

June 2015 to November 2016

Welcomed customers, answering their questions, helping them locate items, and providing advice or recommendations.

- Operated scanners, scales, cash registers, and other electronics.
- Processed refunds and exchanges, resolving complaints

Cashier

Schnucks - St. Louis, MO

March 2012 to April 2015

Accepted payments, ensuring all prices and quantities are accurate and proving a receipt to every customer ● Followed all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes ● Balanced the cash register and generating reports for credit and debit sales

Shift Lead

Super America - Minneapolis, MN

September 2008 to September 2012

Maintained a pleasant attitude when dealing with customers, vendors and coworkers ● Promoted and maintained a clean and organized store appearance inside and out by leading CSR's in completion of all shift assignments ● Provided leadership to store personnel during required hours; served as a mentor to new employees and models appropriate workplace behavior.

Education

Train-co Business School - Chicago, IL

1987

Diploma

Hyde Park Career Academy - Chicago, IL

1986

Skills

Team Member, Customer Service, Food Service

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 Tammie Palmer Date: 3/15/2019
Home Telephone (816) 582-7008 Other Telephone () _____
Present Address 736 S Hawnee Ave, Kansas City, KS 66105
Permanent Address, if different from present address: _____
Email Address tammiepalmer777@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: 10.00
Are you currently registered with any staffing and/or employment agencies? If so, please list
NO

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? 03/19/2019

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	9:00	8:00	8:00	8:00	8:00	8:00	9:00
PM	4:00	8:00	8:00	8:00	8:00	8:00	8:00

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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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?
Hyde Park Career Academy	Chicago, IL	12 th	YES
Hyde Park Career Academy	Chicago, IL		
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 X If so, may we contact your current employer? Yes ___ No ___

Name and Address of Employer Goodwill Outlet Center, St. Louis, MO

Type of Business _____ Telephone No. (314) 531-0671 Supervisor's Name Kelly

Your Position and Duties Operated scanner, scales, cash register, Welcomed customer, answering question, help locate items

Dates of Employment: From 06/2015 To 11/2016

Reason for Leaving: Moved to Kansas City, MO

Name and Address of Employer Schnucks, St. Louis, MO

Type of Business Grocery Telephone No. (314) 533-8027 Supervisor's Name Jim

Your Position and Duties Cashier, Accepted payment, operated scanner, cash register, Followed all store procedure regarding coupon, credit + debit card

Dates of Employment: From 03/12 To 4/2015

Reason for Leaving: New Baby

Name and Address of Employer Super America, Minneapolis, MN

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Your Hospitality Staffing Professionals

Type of Business _____ Telephone No. (602) 3720404 Supervisor's Name Phyllis
Your Position and Duties Cashier, scanner, operated cash register

Dates of Employment: From 9/2008 To 9/2012

Reason for Leaving: New Job

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: Damaris Green Telephone No. (314) 766-0059

Address St. Louis, MO

Occupation: CNA Relationship: Friend Number of Years Acquainted: 5

Name: Ms. James Telephone No. (763) 381-7297

Address Blaine, MN

Occupation: Retired Relationship: Friend Number of Years Acquainted: 40

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

T.P.

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.

T.P.

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.

T.P.

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.

T.P.

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.

T.P.

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

T.P.

Date

3/15/2019

Cashier Test

Score 13 / 15

- 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
- c 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
- 6) What is the current sales tax rate in your city 4.225%?
- 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
- 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
- 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
- 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

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

Ba

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? State ID, Drivers license

15) How many \$20 bills are in a bank band? ~~1000000~~ 1000

100