

# Interview Note Sheet

## Applicant Information

Name: Trevon Porchia

Interviewer: Anthony W.

Date: 4/25/19

Rate of Pay:

Position (s) Applied for: Server

Referred by:

## Test Scores

Server	<u>26</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

Convention Center - 10K event

Total of \_\_\_\_\_ in Food Service/Hospitality

Server & Housemen

Houseman Worker  
Senior

Red Lobster - Server / Prep Cook experience -

Culinary Trade in HS

WOF - lead

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

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:



## 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 Trevon M. Porchia Date: 4/25/2019  
 Home Telephone ( 816 ) 442-2811 Other Telephone (      )       
 Present Address       
 Permanent Address, if different from present address:       
 Email Address trevonporchia2@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server Salary desired: N/A  
 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? 4/26/2019

*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	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>
PM	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</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 ☐



# 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.) \_\_\_\_\_

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?
Southwest Early College Campus	Kansas City, MO	"	No
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 Wal-Mart

Type of Business Store

Telephone No. ( )

Supervisor's Name Derck

Your Position and Duties Electronic Sales, Customer Service, Photographic Edited Editing.

Dates of Employment: From 9/2018 To 12/2018

Reason for Leaving: Stay at home dad

Name and Address of Employer Harley Davidson

Type of Business Warehouse

Telephone No. ( )

Supervisor's Name

Your Position and Duties Assembling bikes, wheels, spokes

Dates of Employment: From 2/2018 To 3/2018

Reason for Leaving: laid off

Name and Address of Employer Red Lobster

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Type of Business Restaurant Telephone No. ( ) Supervisor's Name Chris  
Your Position and Duties Serving guest to the highest quality, providing the Best Customer service and giving them their best Experience.

Dates of Employment: From 9/2017 To 2/2018

Reason for Leaving: better job

Name and Address of Employer Elite Transportation

Type of Business Delivery Co. Telephone No. ( ) Supervisor's Name Lance  
Your Position and Duties Moved cargo from point A to point B, Forklifting, Loading and receiving

Dates of Employment: From 7/2017 To 8/2017

Reason for Leaving: didn't meet the age requirement

Have you ever been fired from any previous place of employment? If so, please explain: yes I've been fired cause of my age.

## 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: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_



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

TP

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.

TP

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.

TP

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.

TP

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.

TP

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**

4/25/2019

# Trevon Porchia

## **Eager and ready to work**

Kansas City, MO 64117

[trevonporchia8\\_evq@indeedemail.com](mailto:trevonporchia8_evq@indeedemail.com)

8164422811

22 years old looking for an opportunity to start an career, passionate, outgoing, willing to learn, and prosper to new and never reached limitations

Authorized to work in the US for any employer

## Work Experience

---

### **Electronics Sales Associate**

Walmart - Kansas City, MO

September 2018 to December 2018

Providing customer service to the guest by making sure i know my knowledge on all the electronic devices, giving an a smile, try and connect with the customer like you guys been friends forever, make them feel special.

### **Bike Assembler**

Harley-Davidson - Kansas City, MO

February 2018 to March 2018

I created multiple bikes in the time i was there nd i and very good at it in my short time.

### **Server**

Red Lobster - Overland Park, KS

September 2017 to February 2018

I've had a lot of compliments, job offers, new friendships was born just from being a sever but most of all cause i can talk to guest on a high volume level of intelligence

### **Driver**

Elite Transportation

July 2017 to August 2017

Ast

### **Door to Door Sales Representative**

American Exteriors LLC - Kansas City, KS

May 2017 to July 2017

Kansas City, KS

May 2017 to July 2017

I'll go door to door talking to homeowners about signing up with our company outside house work

Package Handler

### **Package Handler/Sorter**

UPS - Lenexa, KS

December 2016 to February 2017

Loading packages, boxes in a orderly manner so they can be shipped to their destinations, also being able to sort each packages to their particular loading trailer.

### **Cashier**

Worlds of Fun

March 2016 to July 2016

### **Cashier**

Popeye's Restaurants

December 2015 to February 2016

### **Cook/Prep**

Long John Silvers - Leavenworth, KS

September 2015 to December 2015

### **Sandwich Artist/Cashier**

Jimmy Johns Franchise, LLC - Kansas City, MO

August 2014 to January 2015

Designing cold cut sandwiches and meeting customers needs.

## Education

---

### **High school**

Southwest Early College Charter School - Kansas City, MO

August 2012 to May 2015

## Skills

---

Customer Service (2 years), Customer Support

## Certifications/Licenses

---

### **Driver's License**

## Assessments

---

### **Customer Service Skills — Familiar**

December 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [https://share.indeedassessments.com/share\\_assignment/rsbthinw7jedlwzh](https://share.indeedassessments.com/share_assignment/rsbthinw7jedlwzh)

### **Problem Solving — Proficient**

December 2018

Measures a candidate's ability to analyze relevant information when solving problems.  
Full results: [https://share.indeedassessments.com/share\\_assignment/svjzp-f4vu0twvgm](https://share.indeedassessments.com/share_assignment/svjzp-f4vu0twvgm)

### **Customer Focus & Orientation Skills — Familiar**

December 2018

Measures a candidate's ability to respond to customer situations with sensitivity.  
Full results: [https://share.indeedassessments.com/share\\_assignment/9y6lp1hrvhaxue1z](https://share.indeedassessments.com/share_assignment/9y6lp1hrvhaxue1z)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

### Additional Information

---

#### Skills

Culinary art (1 year)



Name Trevon Porchia

**Servers Test**

Score 26 / 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
- AD 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
- AD 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
- A 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
- D 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

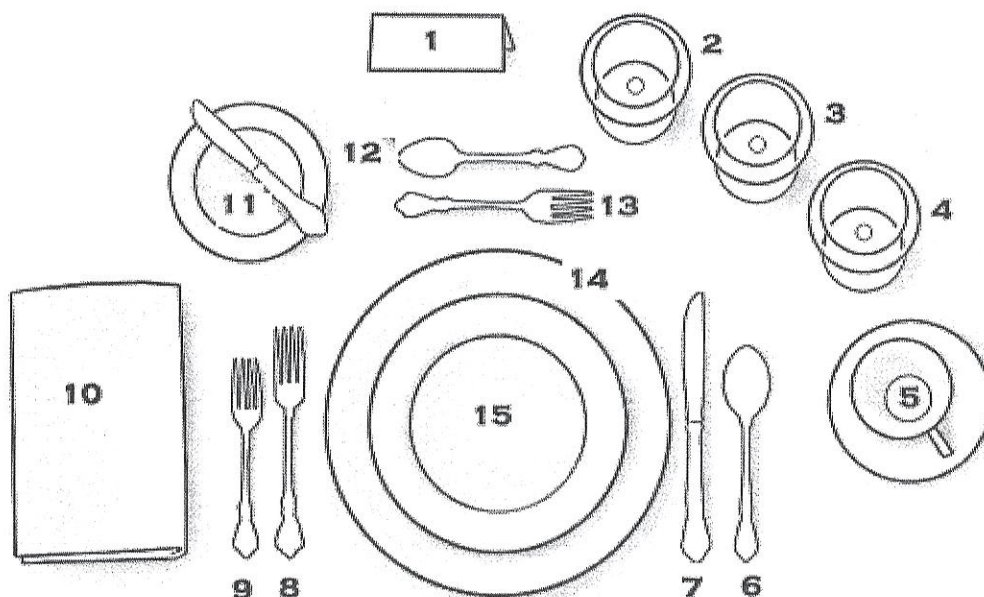
**Match the Correct Vocabulary**

- |                                   |  |
|-----------------------------------|--|
| <u>A</u> Scullery <u>D</u>        | <del>A.</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>B</u> Queen Mary <u>E</u>      | <del>B.</del> 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) |
| <u>D</u> Chaffing Dish <u>A</u>   | C. Used to hold a large tray on the dining floor   |
| <u>C</u> French Passing <u>B</u>  | <del>D.</del> Area for dirty dishware and glasses  |
| <u>G</u> Russian Service <u>G</u> | <del>E.</del> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew                | <del>F.</del> Used to open bottles of wine   |
| <u>E</u> Tray Jack <u>C</u>       | <del>G.</del> 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>15</u> Salad Plate           | <u>2</u> Wine Glass (White)           |
| <u>4</u> Water Glass            |                                       |

**Fill in the Blank**

- The utensils are placed 9 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar and Cream
- Synchronized service is when: Everything is moving in order step by step
- What is generally indicated on the name placard other than the name? Hotel's Store Label
- The Protein on a plate is typically served at what hour on the clock? N/A
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Tell the manager and cooks, Grab the specialty menu