

Interview Note Sheet

Applicant Information

Name: <u>Eva Terreny</u>	Interviewer: <u>Anthony W.</u>
Date: <u>4/29/19</u>	Rate of Pay:
Position (s) Applied for: <u>Server</u>	Referred by:

Test Scores

Server	<u>28</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

Ohio Garden - ~~Host~~ Total of _____ in Food Service/Hospitality
Server - Training MCD - Cashier/Expo

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 PH

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:

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: LVA Jeffery
Email: jeffery.lva@gmail.com
Phone number: 816-812-7818

Working Experience:

Company Name: Olive Garden
Dates of Employment: 5/2017 - 8/2018
Job Responsibility:

- Host
- greet people
- seat people
- clean

Company Name: Fedex Ground
Dates of Employment: 10-2018 / 1-2019
Job Responsibility: package handler

- Pack and unpack boxes
- load and unload trucks
- scan scan packages

Company Name: Amazon
Dates of Employment: 1-2017 / 6-2017
Job Responsibility: PICKER

- Pick items
- box items
- scan items

Skills

- Strong work ethic
- Positive attitude
- Good communication skills
- Self confidence

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 LVA JEFFERY Date: 4/29/2019
Home Telephone (316) 812-7818 Other Telephone (910) 745-2021
Present Address 4717 North Highland Apartment 3
Permanent Address, if different from present address: _____
Email Address jeffery.lva@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server / Cashier Salary desired: \$11.00
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 Jayda 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? _____

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
march 29 - June 1 family emergency

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?
Northeast High	Kansas City, MO	12	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input type="radio"/> 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	<input type="radio"/> 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

Type of Business Olive Garden Telephone No. () Supervisor's Name

Your Position and Duties Host

Clean, greet, hold door, seat people

Dates of Employment: From 5/2017 To 8/2018

Reason for Leaving:

Name and Address of Employer FedEx Ground

Type of Business Warehouse Telephone No. () Supervisor's Name

Your Position and Duties Pick Items

Box Items Scan Items

Dates of Employment: From 1-2017 To 6-2017

Reason for Leaving:

Name and Address of Employer

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Type of Business Fedex Telephone No. () Supervisor's Name

Your Position and Duties package handler

Dates of Employment: From 10-2013 To 1-2019

Reason for Leaving: transportation

Name and Address of Employer

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

Your Position and Duties package handler

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: Carroll Nesbitt Telephone No. (816) 210-5942
Address

Occupation: operation break-through Relationship: mentor Number of Years Acquainted: 10 yrs

Name: Rhonda K Dixon Telephone No. (816) 447-2713
Address

Occupation: Fedex Ground Relationship: imposter Number of Years Acquainted: 2 yrs

Name: Rodney Coppridge Telephone No. (816) 876-4444
Address

Occupation: job training Relationship: mentor Number of Years Acquainted: 4 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

 lf 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.

 lf 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.

 lf 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.

 lf 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.

 lf 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

 lf

Date

 4/29/2019

Name M. J. J. J.
Score 28 / 35

Servers Test

Multiple Choice

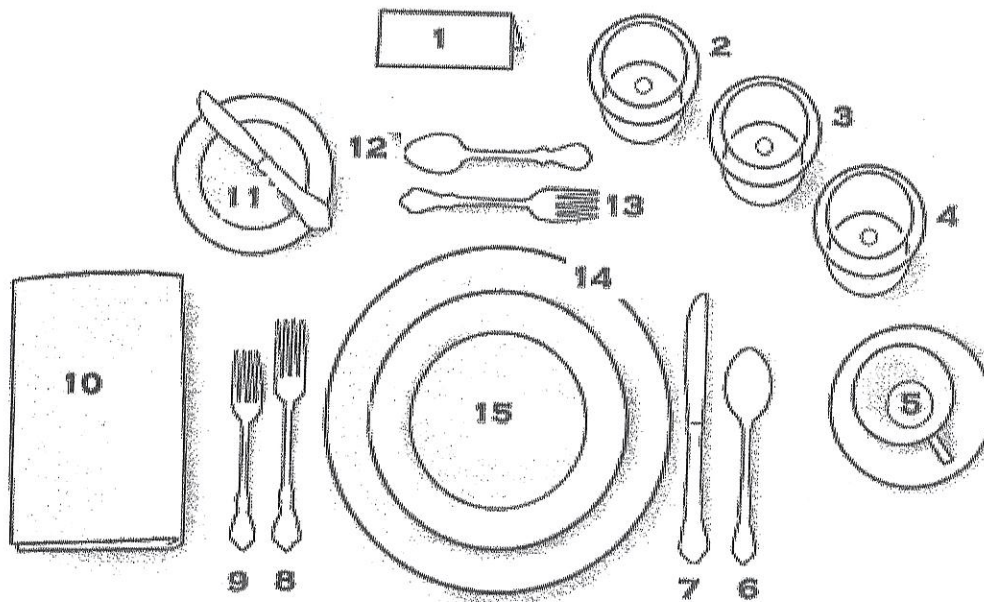
- b 1) Food is served on what side with what hand?
a) On the left side with the left hand
b On the left side with the right hand A
c) On the right side with the left hand
d) On the right side with the right hand
- b 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b On the left side with the right hand D
c) On the right side with the left hand
d) On the right side with the right hand
- d 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
- b 4) What part of a glass should you handle at all times?
A 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
- C 6) If you bring the wrong entrée to a guest what should you do?
D 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>d</u> Scullery | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | <u>B</u> 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>A</u> Chaffing Dish | <u>C</u> Used to hold a large tray on the dining floor |
| <u>A</u> French Passing | <u>D</u> Area for dirty dishware and glasses |
| <u>B</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <u>F</u> Used to open bottles of wine |
| <u>C</u> Tray Jack | <u>G</u> Style of dining in which the courses come out one at a time |

Name _____
Score / 35

Servers Test



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>6</u> | Teaspoon | <u>2</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>12</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>3</u> | Wine Glass (White) |
| <u>4</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 12 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? breakfast
- Synchronized service is when: small appetizer + meal
- What is generally indicated on the name placard other than the name? the party name
- The Protein on a plate is typically served at what hour on the clock? 11-12:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
give them options