

Interview Note Sheet

Applicant Information

Name: <u>Eric Jeremy</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

						Seeking:
Server	<u>28</u> /35	%	Bartender	/35	%	
Prep Cook	/15	%	Barista	/15	%	Full-Time
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	/16	%	Part-Time

Relevant Experience & Summary of Strengths

Ohio Garden - Host

Total of _____ in Food Service/Hospitality

MCD - Cashier / Expo

Summer - Training

P.O.S. Experience: Y / N details: _____

Transportation

<u>Car</u>	Public Transit	Carpool (Rider / Driver)
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Regions Available to work:

Kansas City, KS Overland Park, Kansas Kansas City, MO Independence, MO

Certifications (if any)

TiPS	Serv-Safe	LEAD	Other <u>F&B</u>	Will Submit
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Availability

Open	AM only	PM only	Weekdays only	Weekends only
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Details:

Uniforms Owned:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
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Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie	Other: _____
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Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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outsourcing

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

First and Last Name: LVA JEFFERI
Email: jefferi.lva1@gmail.com
Phone number: 816-812-7818

Working Experience:

Company Name: OLIVE GARDEN
Dates of Employment: 5/2017 - 8/2018

Job Responsibility:

- HOST
- DIRLET 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 PARCELS

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

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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 LVC JEFFERLY Date: 4/29/2011
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 jefferylvc1@gmail.com

EMPLOYMENT DESIRED

Position applying for: Silver 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 YADA 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"/>						
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	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 _____

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

Your Position and Duties HOST _____

CLEAN, URGENT, 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 5/2017 To 6-2017

Reason for Leaving: _____

Name and Address of Employer _____

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Type of Business FCCHex

Telephone No. () _____ Supervisor's Name _____

Telephone No. () _____ Supervisor's Name _____
Your Position and Duties Policy Analyst

Dates of Employment: From 10-2000 To 10-2018

Reason for Leaving: transportation

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____

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: Carolyn Westby

Name: Charrin Nesbitt Rating of your work performance within the last three years.
Telephone No. (816) 210-5942
Address:

Address _____

Occupation: operation breakthrough mentor Relationship: mentor Number of Years Acquainted: 16+ yrs

Name: Rhochelle Dixon Relationship: Wife Number of Years Acquainted: 10 yrs
Telephone No. 811-4412-2216

Address _____ Telephone No. (60) 447-2115

Occupation: FedEx Ground Relationship: Imphiled Number of Years: 10 yrs

Name: Rodney Copribrise Relationship: Friend Number of Years Acquainted: 10

Address _____ Telephone No. (616) 876-4444

Occupation: Job training Relationship: mentor Number of X: 11

Please Read Carefully, Initial Each Paragraph and Sign Below

W 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.

W 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.

W 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.

W 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.

W 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

4/29/2019

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
 c) On the right side with the left hand
 d) On the right side with the right hand

A

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
 c) On the right side with the left hand
 d) On the right side with the right hand

D

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

A

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?
 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

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

E 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

G French Passing

D. Area for dirty dishware and glasses

B 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

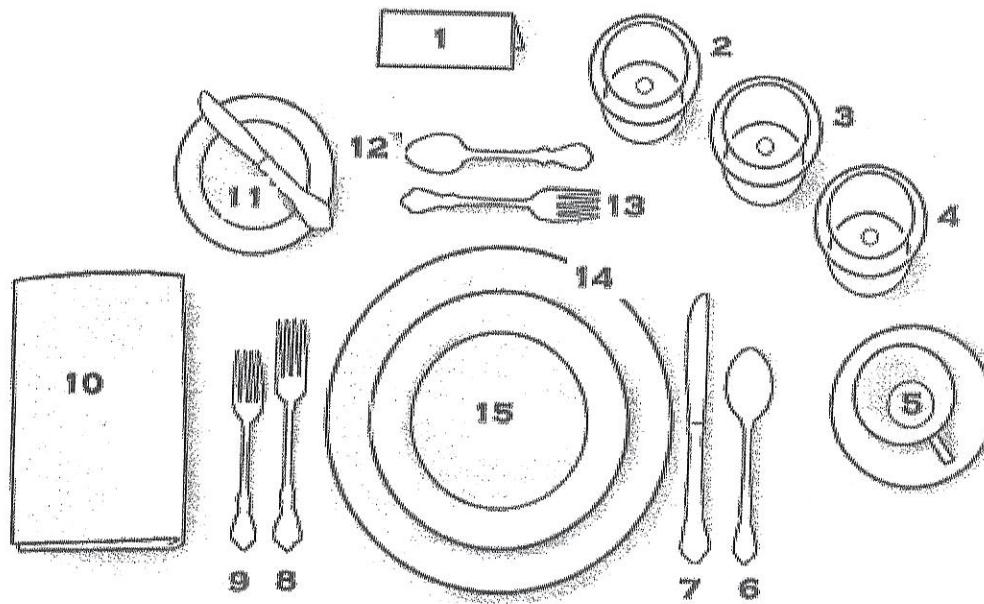
C Tray Jack

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

Name _____

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>6</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>12</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>13</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

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