

Interview Note Sheet

Applicant Information

Name: <u>Nadine Bael</u>	Interviewer: <u>Anthony W.</u>
Date: <u>4/18/19</u>	Rate of Pay:
Position (s) Applied for: <u>Server/ Food Runner</u>	Referred by:

Test Scores

Server	<u>29</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

Largest GAP - stay @ Home

Total of _____ in Food Service/Hospitality

Customer Friendly -

Dennys - Servering / 1 years.

Dayton Beach - ForB

BAR - Sery 1 year.

- cooking
- order
- Drink

CHE - Sery. 2 years

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 FF/1ay

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:



Your Hospitality Staffing Professionals

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 Nadine C Ball Date: 4/18/19
 Home Telephone (816) 433-1765 Other Telephone ()
 Present Address 1329 Apt B W. Liberty St Indep. Mo 64050
 Permanent Address, if different from present address:
 Email Address chelleball77@gmail.com

EMPLOYMENT DESIRED

Position applying for: Any Salary desired: Going Rate
 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 Indeed.com 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? 4/19/19

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	ANY	4	A	N	Y	A	N
PM							

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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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?
STCC	Sedalia, Mo	GED	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: Courthouse Exchange Restaurant
 Type of Business: Restaurant Telephone No. 816-252-0344 Supervisor's Name: Michelle Erin
 Your Position and Duties: Server, Seat, Greet, Seat Guests, Take Food Drink orders, Deliver food & drink, handle cash, clean, Restock, Side work
 Dates of Employment: From Aug 17 To Feb 19

Reason for Leaving: Personal

Name and Address of Employer: The Scene Rock Bar
 Type of Business: Bar Telephone No. 816-585-8300 Supervisor's Name: John
 Your Position and Duties: Bartender (I went by Michelle) Responsibility: serve alcohol, handle cash, clean, Restock

Dates of Employment: From Nov 16 To Aug 17

Reason for Leaving: Moved

Name and Address of Employer: Denny's Inc. Peculiar, Mo

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Your Hospitality Staffing Professionals

Type of Business

Restaurant

Telephone No.

816, 779-6666

Supervisor's Name

Robert / Angela

Your Position and Duties

Server

Same Responsibilities as

previously listed

Dates of Employment: From

Sept 15

To

Nov 16

Reason for Leaving:

Moved

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?
If so, describe:

Yes

No ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name:

Chris Hothel

Telephone No.

816, 729-2472

Address

Indep Mo

Occupation:

Retired

Relationship:

Old Manager

Number of Years Acquainted:

5 yrs

Name:

Erin Walker

Telephone No.

816, 726-1328

Address

Grandview

Occupation:

Asst. Manager

Relationship:

Old Manager

Number of Years Acquainted:

5

Name:

Doug Frisbie

Telephone No.

816, 433-2236

Address

Peculiar Mo

Occupation:

Concrete Worker

Relationship:

Old Boss

Number of Years Acquainted:

20

(I used to clean for Doug)

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ 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.

_____ 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.

_____ 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.

_____ 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.

_____ 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** _____

Nadine Ball

Serving, Hostessing, Bartending/Barbacking is my passion.

Kansas City, MO

nadineball7_4pz@indeedemail.com

8164331765

I have a Servsafe Food Handlers

Kansas City Mo Liquor License

Bleton Mo Liquor License

I passed TIPS

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Temp

LaborSmart - Independence, MO

April 2019 to Present

Working as a Temp, it is basically the same responsibilities as listed below.

In my previous work history the job descriptions are basically the same, and only differ by way of some places serve alcohol and other places did not the responsibilities and duties of those jobs are as listed:

- *Greet and seat guests.
- *Take drink and food order and a timely manner and always serve with a smile.
- * Serve food and drink in a timely manner and preemptively cater to guest needs preferably before them asking on obvious situations such as keeping drinks refilled.
- * Handle cash credit and debit cards.
- * End the evening for the guests in a manner that leaves them feeling unique and special and happy and ready to come back.
- * I am also responsible for doing side work restocking any cleaning and working as a team member helping any other co-worker that needs help.

I have a servsafe food handlers permit.

I am a strong server.

I have education in serving responsibly alcohol beverages.

I have some bartending and barbacking experience.

** recently I passed the tips testing on safe serving alcoholic beverages responsibly

Server

Courthouse Exchange Restaurent - Independence, MO

August 2017 to February 2019

In my previous work history the job descriptions are basically the same, and only differ by way of some places serve alcohol and other places did not the responsibilities and duties of those jobs are as listed:

- *Greet and seat guests.
- *Take drink and food order and a timely manner and always serve with a smile.
- * Serve food and drink in a timely manner and preemptively cater to guest needs preferably before them asking on obvious situations such as keeping drinks refilled.
- * Handle cash credit and debit cards.
- * End the evening for the guests in a manner that leaves them feeling unique and special and happy and ready to come back.

I have a servsafe food handlers permit.

I am a strong server.

I have education in serving responsibly alcohol beverages.

I have some bartending and barbacking experience.

** recently I passed the tips testing on safe serving alcoholic beverages responsibly

Bartender/Server

The Scene Rock Bar On 40 HWY - Independence, MO

November 2016 to August 2017

In my previous work history the job descriptions are basically the same, and only differ by way of some places serve alcohol and other places did not the responsibilities and duties of those jobs are as listed:

- *Greet and seat guests.
- *Take drink and food order and a timely manner and always serve with a smile.
- * Serve food and drink in a timely manner and preemptively cater to guest needs preferably before them asking on obvious situations such as keeping drinks refilled.
- * Handle cash credit and debit cards.
- * End the evening for the guests in a manner that leaves them feeling unique and special and happy and ready to come back.

I have a servsafe food handlers permit.

I am a strong server.

I have education in serving responsibly alcohol beverages.

I have some bartending and barbacking experience.

** recently I passed the tips testing on safe serving alcoholic beverages responsibly

Server

Denny's Inc. - Peculiar, MO

September 2015 to November 2016

In my previous work history the job descriptions are basically the same, and only differ by way of some places serve alcohol and other places did not the responsibilities and duties of those jobs are as listed:

- *Greet and seat guests.
- *Take drink and food order and a timely manner and always serve with a smile.
- * Serve food and drink in a timely manner and preemptively cater to guest needs preferably before them asking on obvious situations such as keeping drinks refilled.
- * Handle cash credit and debit cards.
- * End the evening for the guests in a manner that leaves them feeling unique and special and happy and ready to come back.

I have a servsafe food handlers permit.
I am a strong server.
I have education in serving responsibly alcohol beverages.
I have some bartending and barbacking experience.
** recently I passed the tips testing on safe serving alcoholic beverages responsibly

Education

High school or equivalent in Basic

State Fair Community College - Sedalia, MO
November 1998 to November 1998

Skills

Waitress, Customer Service, Microsoft Office, POS, Sales, Server, Word, MS Office, Training

Certifications/Licenses

Servsafe food handler

November 2015 to November 2019

Allows me to handle prep cook store and serve food.

Kansas City Liquor License

This license allows me to sale and serve liquor in kcmo.

Belton, Mo Liquor License

This license allows me to sale and serve liquor/alcohol in Belton Mo

Name Nadine Ball
Servers Test Score 20/35

Multiple Choice

- B 1) Food is served on what side with what hand?
 a) On the left side with the left hand
X 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
- C 2) Drinks are served on what side with what hand?
 a) On the left side with the left hand
D 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 3) Food and drinks are removed on what side with what hand?
 a) On the left side with the left hand
D 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

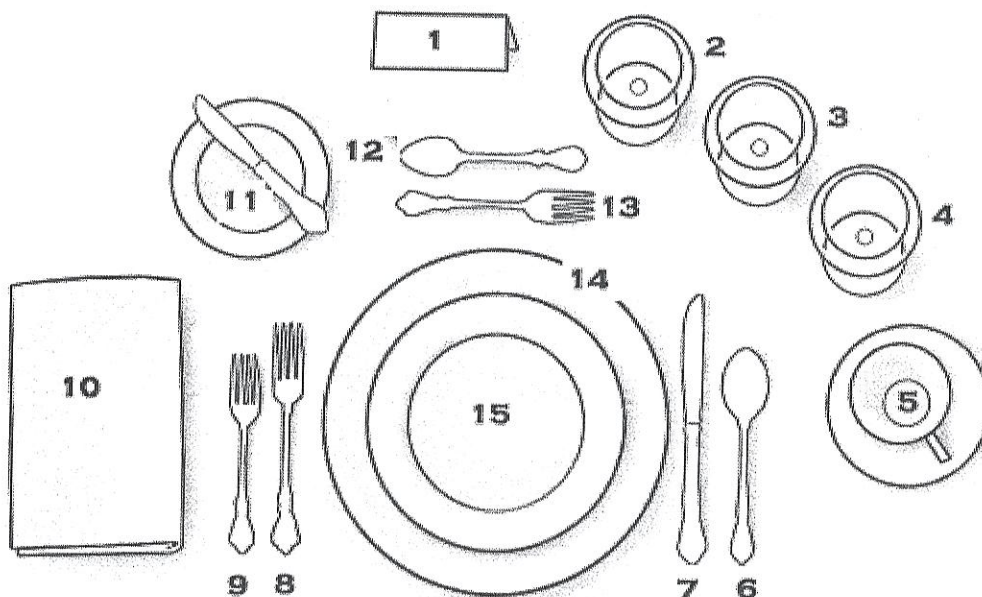
- | | |
|--------------------------|---|
| <u>B</u> Scullery | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>G</u> Queen Mary | <u>B</u> Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (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>F</u> French Passing | <u>D</u> Area for dirty dishware and glasses |
| <u>E</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

Nadine Ball

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>3</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>6</u> | Teaspoon | <u>3</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>4</u> | Wine Glass (White) |
| <u>2</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 8 inches 1/2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar, Sweeteners, Milk Cream
- Synchronized service is when: Everything is served at the same time
- What is generally indicated on the name placard other than the name? Table # Status of Guest
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
explain what we have to offer to fit the guest needs if not satisfied seek manager assistance