

# Interview Note Sheet

## Applicant Information

Name: Myles Donaldson

Interviewer: Anthony W.

Date: 4/30

Rate of Pay:

Position (s) Applied for: Server

Referred by:

## Test Scores

Server	<u>30.5</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

Server - Ihop.

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

Table Service  
Restaurant style

Prep  
Make orders.  
CASHIERS  
BASIC Food Prep.

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 TH

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:

# Myles Donaldson

## Hostess & Server

Kansas City, MO 64134

[mylesdonaldson6\\_fzi@indeedemail.com](mailto:mylesdonaldson6_fzi@indeedemail.com)

816-729-2934

Willing to relocate to: Kansas City, MO

Authorized to work in the US for any employer

## Work Experience

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### Food Prep

Picklemans Gourmet Cafe - Kansas City, MO

October 2018 to Present

Examined trays to ensure that they contain required items.

- Placed food servings on plates according to orders or instructions.
- Monitored food distribution, ensuring that meals are delivered to the correct recipients.
- Loaded trays with accessories such as eating utensils and napkins.
- Cleaned and sterilized dishes, kitchen utensils, equipment for the facilities.
- Provided guests with menus.
- Assigned patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seating.
- Greeted guests and seat them at tables in waiting areas.
- Answered telephone calls and respond to inquiries or transfer calls.
- Operated cash registers to accept payments for food and beverages.

### Hostess & Server

IHOP - Independence, MO

2016 to 2018

- Examined trays to ensure that they contain required items.
- Placed food servings on plates according to orders or instructions.
- Monitored food distribution, ensuring that meals are delivered to the correct recipients.
- Loaded trays with accessories such as eating utensils and napkins.
- Cleaned and sterilized dishes, kitchen utensils, equipment for the facilities.
- Provided guests with menus.
- Assigned patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seating.
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## Education

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### Associates of Arts

Coffeyville Community College - Coffeyville, KS



## Skills

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CUSTOMER SERVICE (1 year), GREETING (Less than 1 year), RECEPTIONIST (Less than 1 year), RETAIL SALES (Less than 1 year), TEAM PLAYER (Less than 1 year), Waiter, Restaurant Server, Server, POS, Sales, Fast learner, MS Office, Microsoft Excel, Microsoft Office, Organizational Skills, Word, Cooking

## Assessments

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### **Cooking Skills: Basic Food Preparation — Completed**

April 2019

Preparing food, using cooking equipment, and converting ingredient measurements.

Full results: [https://share.indeedassessments.com/share\\_assignment/a06i68-xhcza9otd](https://share.indeedassessments.com/share_assignment/a06i68-xhcza9otd)

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

## Additional Information

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Responsible and dependable Customer Service Representative with 2 years. Highly skilled in responding to customers, providing information on product. Efficiently work independently as well as collaboratively.

Areas of Expertise:

Customer Service Waiter Hostess People Person

Time Management Hard Worker Good Listener Team Player

Greeting Phone Work Athlete Computer Savvy

Name \_\_\_\_\_

*Myles Donaldson*  
Score 30/35

## 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
- 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
- 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
- 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

b 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 Queen Mary

e Chaffing Dish

s French Passing

r Russian Service

h Corkscrew

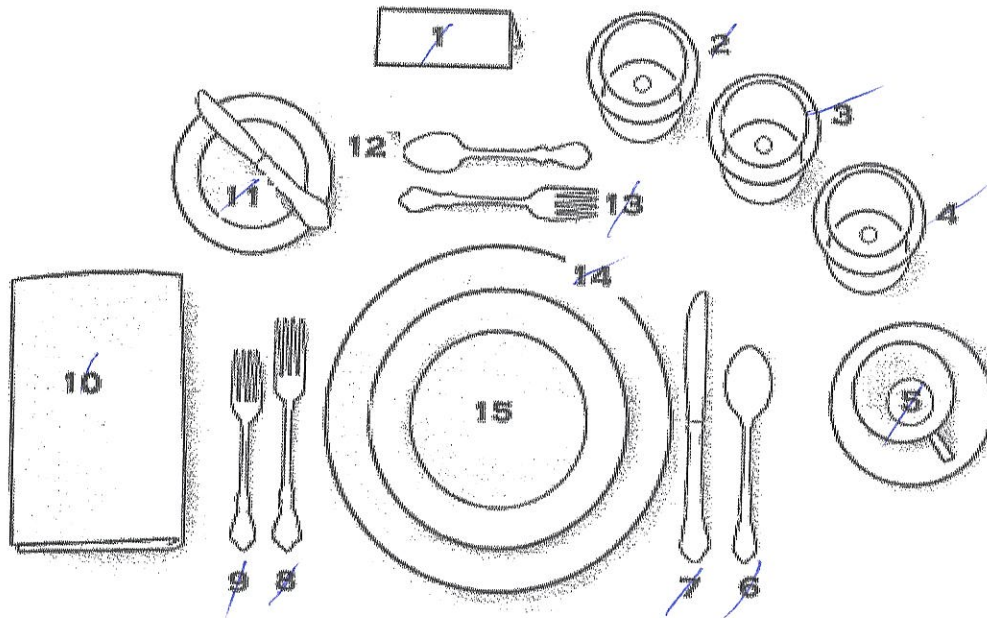
c Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- 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)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- 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>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>4</u>  | Wine Glass (White)           |
| <u>2</u>  | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed 7 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar packs : 15
- Synchronized service is when: elegant service where every table served at once
- What is generally indicated on the name placard other than the name? \_\_\_\_\_
- The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
let the cook know before he begins



## 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 Myles Jonathan Donaldson Date: 4/30/19  
Home Telephone (816) 729-2934 Other Telephone ( ) \_\_\_\_\_  
Present Address 9404 Cleveland ave  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Mylesbeebher25@gmail.com

### EMPLOYMENT DESIRED

Position applying for: server Salary desired: 4.30  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
not at this moment  
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? 5/5/19

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	9	9	9	9	9	9	9
PM	4	4	4	4	4	4	4

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 22 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?
CCC Belton High	Coffeyville, Kansas Belton, Missouri	<del>pending</del> yes	pending 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 Picklemen's 7442 Wornall Rd, Kansas City

Type of Business Restaurant Telephone No. (816) 214-5155 Supervisor's Name Devin

Your Position and Duties answer phone, cleaning duties, handling cash

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

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Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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: Eric Scherfenberg

Telephone No. (816) 348-2738

Address \_\_\_\_\_

Occupation: High School Coach

Relationship: Coach

Number of Years Acquainted: 4

Name: Kayla Dold

Telephone No. (816) 783-0350

Address \_\_\_\_\_

Occupation: Casemanager

Relationship: \_\_\_\_\_

Number of Years Acquainted: 1

Name: Devitt Ross

Telephone No. (573) 268-9743

Address \_\_\_\_\_

Occupation: Manager

Relationship: Boss

Number of Years Acquainted: 1



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

MD

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.

MD

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.

MD

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.

MD

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.

MD

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

Mylee Powell-Sar

Date

4/30/19