

Interview Note Sheet

Applicant Information

Name:	Ashley Board	Interviewer:	Anthony W.
Date:	5/10/19	Rate of Pay:	
Position (s) Applied for:	Servers	Referred by:	

Seeking:
Full-Time
Part-Time

Test Scores

Server	24 /35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Relevant Experience & Summary of Strengths

CALIST - MCD Total of _____ in Food Service/Hospitality

Housekeeping - Capital Inn
Bottom Western Since - Golden Corral - 7 months

Fast Food - MCD - 7 months

Shop - Since - Tables Restraint.

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

Effy

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:

Acrobat

OUTSOURCING
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 Ashley Board

Date: 5/10/19

Home Telephone (816) 400 4509

Other Telephone ()

Present Address 120 S Wills Ave Apt 3 Independence MO

Permanent Address, if different from present address:

Email Address Arboard23@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server Tues-Sat Job Overland Park Salary desired: 11-12.00

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 Indeed 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	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
PM	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN

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 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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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?
Junction City High	Junction City KS	12	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="checkbox"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="checkbox"/> YES	NO
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."		<input checked="" type="checkbox"/> 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."		<input checked="" type="checkbox"/> YES	NO
Special: <i>See resume</i>			

EMPLOYMENT HISTORY

See resume

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 _____

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: _____

Name and Address of Employer _____

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outsourcing
Your Hospitality Staffing Professionals

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:
no

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? 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: Zsa Zsa Miller Telephone No. (816) 309 2642

Address: 4207 S Montgall

Occupation: Director of Housekeeping Relationship: Friend Number of Years Acquainted: 3

Name: Laura Bledsoe Telephone No. (785) 610 2093

Address: _____

Occupation: Director of Housekeeping Relationship: Old boss Number of Years Acquainted: 4

Name: _____ Telephone No. (____) _____

Address: _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

AB
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.

AB
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.

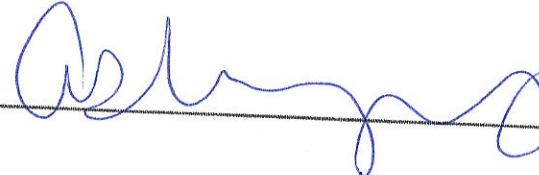
AB
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

AB
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.

AB
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

5/10/19

Ashley Renee' Board

120 S Willis Ave. Apt 3 Independence, MO 64050 (816-4004509)
Arboard23@gmail.com

Summary of Skills:

Punctual with superior customer service skills
Comply with all basic safety and sanitation rules
Driven to meet and exceed expectations
Effectively set and meet deadlines
Promote selling ideas and products
Strong computer skills
Able to work in fast paced environment

Certification

Certified Production Technician, Manufacturing Skill Standards Council (MSSC) 2015

Safety

Manufacturing Processes &

Production

Quality Practices & Measurement

Maintenance Awareness

Forklift

**Certified, Washburn
Institute of Technology
(WIT), Topeka, KS
Silver Level, Kansas
WorkReady!
Certificate, 2015**

Experience:

Cashier October 2018-March 2019 McDonald's, Independence MO

- Ability to multitask
- Count back change
- Great customer service skills

Server July 2018-January 2019 International House of Pancakes, Independence MO

- Customer service skilled
- Ability to offer and up sale items
- Taking/repeating orders
- Serving food(s) to guests

Server/Hostess December 2017-May 2018 International House of Pancakes, Topeka KS

- Customer service skilled
- Ability to offer and up sale items

- Taking/repeating orders
- Serving food(s) to guests

Housekeeper September 2017-December 2017 LaborMax Staffing/Capitol Plaza Convention

- Cleaned rooms
- Complete tasks in timely manner
- Punctual
- Team player

Warehouse Worker June 2017 – September 2017 Reeser's Fine Foods, Topeka, KS

- Sanitation/cleaning
- Working with food on conveyor line
- Packaging
- Loading/unloading

Food Service Worker September 2014-May 2017

- Cooked and served food to inmates
- Organization skills
- Able to multitask

Cashier June 2014- September 2014 Donald's, Junction City, KS

- Customer service and communication skills
- Prepared and delivered food
- Operated cash registers
- Able to count money/return change
- Able to sell/upgrade products

Server October 2013- June 2014 International House of Pancakes, Manhattan, KS

- Customer service and excellent communication skills
- Took and memorized orders
- Served food orders
- Able to work in a fast paced environment

Cashier/Retail Sales, January 2012- July 2012 JCPenney's, Manhattan, KS

- Operated cash registers/stocked clothing items
- Assisted in building company profits
- Kept a balanced cash drawer
- Communicated with/greeted customer
- Located items for customer needs

Packer July 2011- January 2012 FootLocker Junction City, KS

- Preparing packages for shipment
- Ability to move in a fast paced environment
- Organization

Cashier September 2009-July 2010 Burger King Junction City, KS

- Fast paced environment
- Took customer orders
- Cleaned area of work
- Expedited orders
- Communication skills

Junction City Municipal Pool, Junction City, KS Cashier May 2008-August 2008

- Made food to order
- Communication
- Counted monies
- Cleaned/stocked items
- Followed safety/sanitation rules

Education

Allen County Community College Topeka, KS

- Paid Nutrition Assistant

May, 2018 Washburn Institute of Technology (WIT) Topeka, KS

- Certified Production Technician February, 2015

US Career Institute (USC) Fort Collins, CO

- Medical Coding and Billing September, 2012

Junction City High School Junction City, KS

- High School Diploma May, 2011

Personal Reference

• Laura Bledsoe Former Director of Housekeeping at Capitol Plaza Hotel

785-640-2093

CERTIFICATE OF COMPLETION

this certificate is awarded to

in recognition of

ASHLEY BOARD

Completing the *Safe Tracks Food Safety* course.

Golden Corral Corporation, fully deserved this recognition.

Paul Schaeffer
Vice President of Operations and General Manager

06/10/2019

Printed on demand

TKDSHS #110

100

CERTIFICATE of ACHIEVEMENT

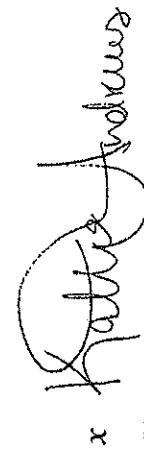
THIS ACKNOWLEDGES THAT

Ashley Board

HAS SUCCESSFULLY COMPLETED THE

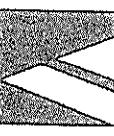
PAID NUTRITION ASSISTANT CREDENTIAL

Through 40 hours of instruction in the Certified Nurse Aide
course with Kara Kalous, RN.



Kattia Andrews

Kattia Andrews, Allied Health Coordinator

Allen 
COMMUNITY COLLEGE

Servers Test

Multiple Choice

D 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 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

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

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

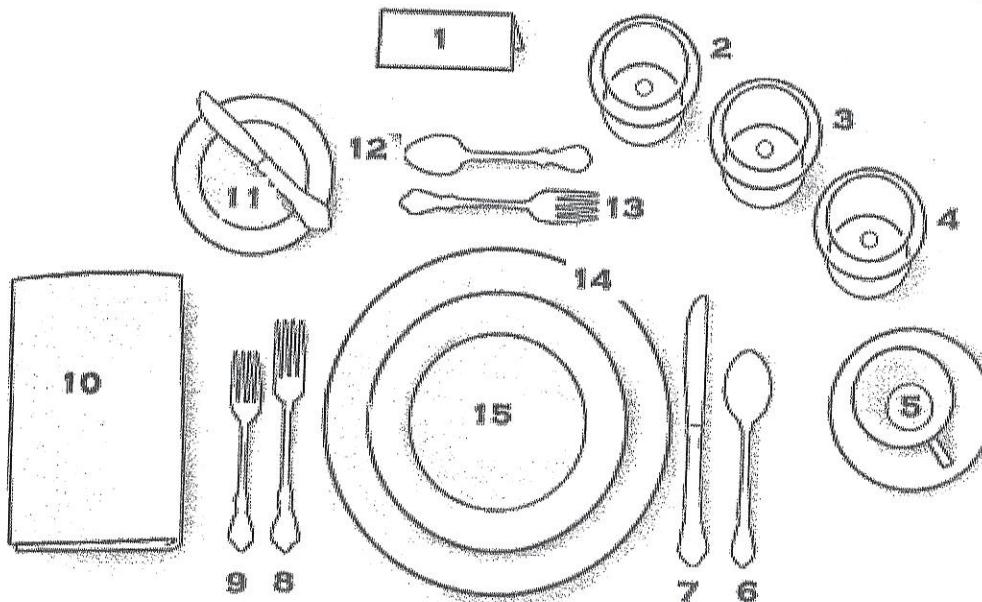
F. Used to open bottles of wine

C Tray Jack

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

Name _____ Score / 35

Servers Test



Match the Number to the Correct Vocabulary

10	Napkin	8	Dinner Fork
11	Bread Plate and Knife	5	Tea or Coffee Cup and Saucer
1	Name Place Card	7	Dinner Knife
12	Teaspoon	3	Wine Glass (Red)
13	Dessert Fork	9	Salad Fork
14	Soup Spoon	14	Service Plate
15	Salad Plate	2	Wine Glass (White)
4	Water Glass		

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? _____
3. Synchronized service is when: _____
4. What is generally indicated on the name placard other than the name? _____
5. 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?