

# Interview Note Sheet

## Applicant Information

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

## Test Scores

|            |               |   |              |     |   |
|------------|---------------|---|--------------|-----|---|
| Server     | <u>24</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

CAKEIST - MCD  
 Housekeeping - Capital Trail  
Best Western  
 Fast Food.  
 IHOP - Server - Table / Restaurant.  
 Sence - golden Corral - 7 months  
 MCD - 7 months  
 Total of \_\_\_\_\_ in Food Service/Hospitality

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 EH

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:

## 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 1205 Willis 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                            |             |             |             |             |             |             |             |
| PM                            | <u>OPEN</u> | <u>OPEN</u> | <u>OPEN</u> | <u>OPEN</u> | <u>OPEN</u> | <u>OPEN</u> | <u>OPEN</u> |

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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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="radio"/> YES | NO                |
| Are you computer literate? If so, list software knowledge under "Special."   |                  | <input checked="" type="radio"/> YES | NO                |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."   |                  | <input checked="" type="radio"/> 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="radio"/> YES | NO                |
| Special:<br>See resume   |                  |                                      |                   |

## 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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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? If so, describe: \_\_\_\_\_

Yes \_\_\_\_\_ No X

## 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 2692

Address: 4207 S Montgall

Occupation: Director of Housekeeping

Relationship: friend

Number of Years Acquainted: 3

Name: Laura Bledsoe

Telephone No. (785) 640 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.

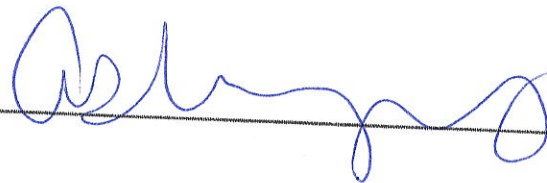
AB I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

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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
- Center 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 JCPennny'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**

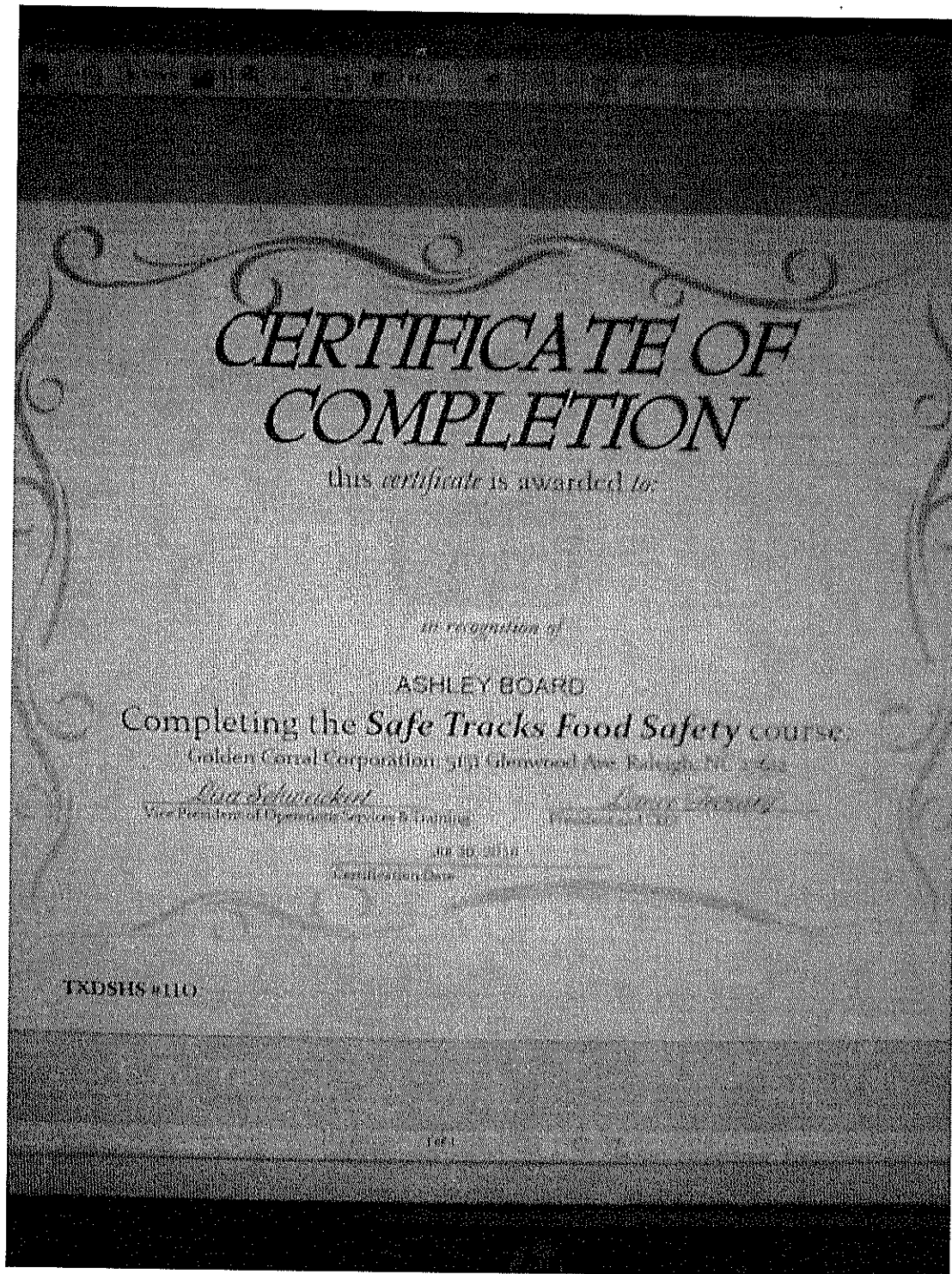
- **Medical Coding and Billing September, 2012**

**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 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.



x *Kattia Andrews*

Kattia Andrews, Allied Health Coordinator



Name Ashley Board  
Score 26 / 35

## Servers Test

### Multiple Choice

- D 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) d) On the right side with the right hand
- A 2) Drinks are served on what side with what hand?  
(a) 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  
(b) b) On the left side with the right hand  
(c) 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) 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) 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) 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

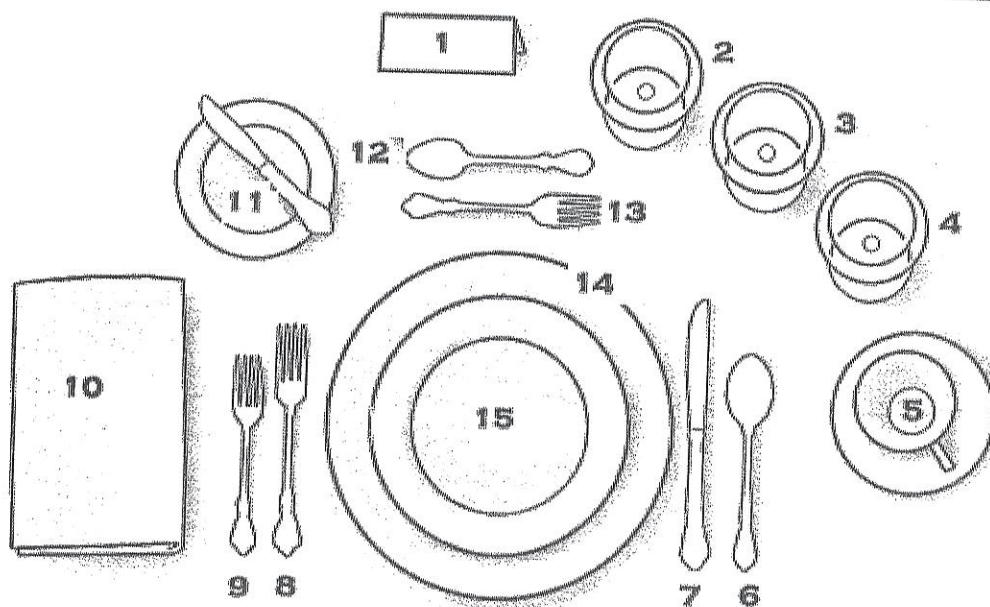
- D Scullery  
E Queen Mary  
A Chaffing Dish  
G French Passing  
B Russian Service  
F Corkscrew  
C Tray Jack

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

### Fill in the Blank

- The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_
- Synchronized service is when: \_\_\_\_\_
- 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?  
\_\_\_\_\_