

# Interview Note Sheet

Applicant Information	
Name: <u>Sharece Jackson</u>	Interviewer: <u>Anthony W.</u>
Date: <u>5/13/19</u>	Rate of Pay:
Position (s) Applied for: <u>CASHIER</u>	Referred by:

Test Scores					
Server	/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
<p><u>Walmart - CASHIER (seasonal)</u></p> <p><u>(Food Warehouse)</u> <u>(5 years)</u></p> <p>Total of _____ in Food Service/Hospitality</p>
P.O.S. Experience: Y / N details: _____

Transportation
<input type="checkbox"/> Car <input type="checkbox"/> Public Transit <input type="checkbox"/> Carpool ( Rider / Driver )
Regions Available to work:
<input type="checkbox"/> Kansas City,KS <input type="checkbox"/> Overland Park,Kansas <input type="checkbox"/> Kansas City,MO <input type="checkbox"/> Independence,MO
Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit
Availability
<input type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
Details:
Uniforms Owned:
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
<input type="checkbox"/> Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/> Convention Candidate? <input type="checkbox"/> Other Languages Spoken:

# SHARECE JACKSON

Kansas City, Missouri | (816) 469-1957 | jacksonsharece@ymail.com

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## PROFESSIONAL SUMMARY

Highly trained, organized, and meticulous Customer Service professional. Adept at preparing and maintaining records, greeting visitors, and providing prompt, efficient service. Good communicator and planner with strong judgment and critical thinking abilities. Qualified to accurately obtain and process customer demographic and patient medical and insurance information.

## SKILLS AND ABILITIES

- Microsoft Office Suite
- Office Equipment
- Formal Customer Service Training
- Computer Data Entry
- Electronic & Paper Filing Systems
- Medical Terminology
- Conflict Resolution Skills
- HIPAA Certified
- 10-Key Training
- CPR & First Aid Certified

## EDUCATION AND TRAINING

- **The University of Central Missouri**  
*Customer Service & Professional Development Certification*
- **Concorde Career College**  
*Medical Assistant Certification*

## EMPLOYMENT HISTORY

- Cashier/Team Member | Walmart, Inc., Raytown, Missouri** 2018 - 2019
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
  - Answer customer questions, resolve issues, and provide information on products and services.
  - Help customers find the location of products.
  - Issue receipts, refunds, credits, and change due to customers.
  - Politely greet customers entering establishment.
  - Protect the customer's confidential information and transactions.
- Assembly Line Worker | Ford Motor Company, Claycomo, Missouri** 2014 - 2018
- Controlled Machines and Processes – used control mechanisms and direct physical activity to operate machines.
  - Handled and Moving Objects – used control mechanisms and direct physical activity.
  - Inspected Equipment and Materials – inspected equipment and materials to identify the cause of errors, problems, and defects.
  - Acquired Information – observed, received, and obtained information from all relevant sources.
- Office Clerk | Full Employment Council, Kansas City, Missouri** 2013 - 2014
- Used computers for various applications, such as database management and word processing.
  - Answered telephones and provided information to callers, logged messages, and transferred calls to appropriate individuals.
  - Created, maintained, and entered information into database.
  - Set up and managed paper and electronic filing systems, recorded information, updated paperwork, and maintained documents, such as attendance records, correspondence, and other materials.
  - Operated office equipment, such as fax machines, copiers, and computers.

## 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 Sharece Jackson Date: \_\_\_\_\_  
 Home Telephone (816) 469-1957 Other Telephone (816) 389-0481  
 Present Address 3836 Indian St  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address jacksonsharece@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: open  
 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 Cydney Hale 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? 5-14-2019

*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	<u>N</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>	
PM		<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</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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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?
Westport Edison	LEANSAS CITY, MO	12th	Yes
Concordia Career	LEANSAS CITY, MO	Medical Assistant	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: Office clerk			

## 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 Walmart

Type of Business supercenter Telephone No. (816) 358-7790 Supervisor's Name hr

Your Position and Duties Cashier

Dates of Employment: From 10-2018 To 4-2019

Reason for Leaving: Seasonal ended

Name and Address of Employer Ford Motor Company

Type of Business Assembly line Telephone No. (816) 759-1210 Supervisor's Name hr

Your Position and Duties working on A Assembly line

Dates of Employment: From 10-2014 To 5-2018

Reason for Leaving: layoff

Name and Address of Employer Full employment office



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Type of Business \_\_\_\_\_ Telephone No. (816) 471-2350 Supervisor's Name \_\_\_\_\_  
Your Position and Duties Office clerk, data entry, filing, faxing, & copying.  
worked on different data entry computer systems

Dates of Employment: From 12-2013 To 8-2014

Reason for Leaving: temp job

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: Rachael Bristol Telephone No. (816) 335-8822

Address \_\_\_\_\_

Occupation: Package Handler Relationship: \_\_\_\_\_ Number of Years Acquainted: 5+

Name: Shawana Johnson Telephone No. (816) 472-6300

Address \_\_\_\_\_

Occupation: Office Assistant Relationship: \_\_\_\_\_ Number of Years Acquainted: 5+

Name: Linda Swager Telephone No. (816) 446-5817

Address \_\_\_\_\_

Occupation: home healthcare Relationship: Ex-supervisor  
Ex-104000 Number of Years Acquainted: 5+

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

SY 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.

SY 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.

SY 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.

SY 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.

SY 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**

*Shoree Sale*

**Date**

5-13-19

- d 1) A roll of quarters is worth?  
a) \$5.00  
b) \$10.00  
c) \$15.00  
☒ d) \$20.00
- A 2) A roll of dimes is worth?  
☒ a) \$5.00  
b) \$4.00  
c) \$3.00  
d) \$2.00
- d 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
☒ d) \$2.00
- C 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
☒ c) \$0.50  
d) \$0.25
- C 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
☒ c) Point of sales  
d) People over service
- 6) What is the current sales tax rate in your city 4.225%
- e 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
☒ c) \$7.06  
d) \$5.06
- b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
☒ b) \$14.50  
c) \$9.50  
d) \$4.50
- d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
☒ c) \$10.00  
☒ d) \$12.00
- A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
☒ a) \$78.50  
b) \$58.50  
c) \$38.50  
d) \$28.50

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Sharice Jackson  
Email: jacksonsharice@yahoo.com  
Phone number: 811-469-1957

## Working Experience:

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
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- 
- 

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

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## Skills

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