

Interview Note Sheet

Applicant Information	
Name: Boxy Bugin	Date: 4/28/19
Position (s) Applied for: General Dish	Referred by:
Interviewer: Anthony M	Rate of Pay:

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

Seeking:	Full-Time	Part-Time
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Total of _____ in Food Service/Hospitality

Relevant Experience & Summary of Strengths

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 **HH**
Will Submit

Availability
Open
AM only
PM only
Weekdays only
Weekends only

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:

Clients - here health - 2 clients | meal Prep | clean

First and Last Name: Joy Burgin
Email: joyburgin@gmail.com
Phone number: (510) 259-8864

Working Experience:

Company Name: Alton Center
Dates of Employment: Feb 2011 April 2019
Job Responsibility:

cleaning off Tables
Bathroom
Setting the customers hospitality
Hotel eating from the restaurant
Hotel Phillips Housekeeping
Three days last wk. Through AM

Job Responsibility: making beds, cleaning Agency
bathrooms, vacuuming

Company Name: Holiday Inn Aladin Hotel
Dates of Employment: one day through an Agency
Job Responsibility: The same as above

Skills

Personal Care Assistant
Sanitation
Cooking cleaning
being a people person
being dedicated at what I do.

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 Roxy Burgin Date: 6-28-19
Home Telephone (726) OLIVE Other Telephone (816) 359-8064
Present Address 726 OLIVE
Permanent Address, if different from present address: 2300 E 72nd St.
Email Address Roxy.Burgin@a@gmail.com

EMPLOYMENT DESIRED

Position applying for: Senior Dispatcher Salary desired: 10.00 or more
Are you currently registered with any staffing and/or employment agencies? If so, please list was with Leg Hospitality
Are you applying for: Full-time work? Yes X No Part-time work? Yes X No
Temporary work, e.g., summer or holiday work? Yes X No From: mon To: thu
How did you find out about our open position? (Please check fill in proper name of source):
☒ Referral ☐ Name of Referral ZIP Recruiter ☐ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐ Other Web Posting ☐ Other Source ☐
Could you work overtime, if necessary? Yes X No If hired, on what date could you start working? 3000 hrs

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
		X	X	X	X		X
AM		X	X	X	X		X
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 ☐
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	DID YOU GRADUATE?
Pasco High Sch K.C.M.O.		10th	NO
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	little	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:	I'm good with the public people relate to how I treat them with caring, Respect, understanding		

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 crow center 2105 Grand St.
Type of Business Retail Telephone No. (816) 274-0038 Supervisor's Name Earl Jones
Your Position and Duties wooded maintenance JANITORIAL
cleaning, and wiping off tables for the restaurant
Bathrooms.
Dates of Employment: From Feb To APRIL

Reason for Leaving: was not a fast enough pace for me
Name and Address of Employer ~~Walden~~ Hilton President Hotel
Type of Business Hotel Telephone No. () Supervisor's Name Jean Lipson
Your Position and Duties Laundry, housekeeping work

Dates of Employment: From Oct 2017 To Dec 2017
Reason for Leaving: was on leave, broke my ankle
in three places, did not go back
Holiday Inn Hotel
Name and Address of Employer
Type of Business Hotel Telephone No. () Supervisor's Name
Your Position and Duties making beds, dusting, vacuuming
bathtubs

Dates of Employment: From 2019 To 2019 Three days
Reason for Leaving: my time was temporary through law
Agency
Name and Address of Employer Hotel Phillips

Type of Business Hotel Telephone No. () Supervisor's Name Audrey Pines

Your Position and Duties: The same

Dates of Employment: From 2019 To 2019

Reason for Leaving: was temporary

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 ☒ If so, describe: _____

JOB RELATED REFERENCES

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

Name: Dwayne Lester Address: 7909 Olive

Occupation: None Relationship: friend Number of Years Acquainted: over 15

Name: Johnny Pillors Address: 2300 E 40th

Occupation: None Relationship: friend Number of Years Acquainted: 30 yrs.

Name: Martina Shaw Address: 8006 Euclid

Occupation: None Relationship: friend Number of Years Acquainted: 29 yrs.

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 John Bunting Date 6-28-19

Dishwasher Test

Score 9 / 10

1) After washing your hands, which item should be used to dry them? AC

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

2) While washing dishes by hand, which item should you wear? C

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

3) When should you wash your hands? D

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

4) If you need to move a heavy load, you should PULL and not PUSH the object. D

- a) True
- b) False

5) Which of the following could you be at risk for getting burned from? C

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chaffing dishes)
- d) Harsh chemicals
- e) All of the above

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty. A

- a) True
- b) False

7) What should you do if you spill liquids or see a liquid spill? C

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

8) When handling hot items you should? C

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for? A

- a) Rinsing
- b) Scrapping
- c) Washing
- d) Sanitizing

10) What is the proper method for cleaning and sanitizing stationary equipment? B

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution