

Interview Note Sheet

Applicant Information	
Name: <u>Matrasia McGraw</u>	Date: <u>8/22/19</u>
Position (s) Applied for: <u>HSK / Server / Dish / Cash</u>	Referred by: <u>Anthony</u>
Interviewer: <u>Anthony</u>	Rate of Pay: <u></u>

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

Relevant Experience & Summary of Strengths

Housekeeper
Blue bird motel
Left
They serve
off on Ten year

HSK / Nursing / House / Dining / Cleaning & Laundry

Total of _____ in Food Service/Hospitality

P.O.S. Experience: ☒ Yes ☐ No 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 <u>HH</u>
Availability: ☒ Will Submit	
Open	AM only
PM only	Weekdays only
Weekends only	
Uniforms Owned: _____	
Bistro	Black Bistro
Chef Coat	Knives
Black Pants	1/2 Tuxedo
Black Vest	Long Black Tie
Bow Tie	Other: _____
Would you recommend this applicant for Acrobat Academy? _____	
Convention Candidate? _____	
Other Languages Spoken: _____	

Anthony Williams

From: JotForm <noreply@jotform.com>
Sent: Wednesday, August 21, 2019 6:19 AM
To: Kansas City Team
Subject: Re: Employment Application Kansas City



First Name
Natasha
Last Name
McGrew
E-mail Address
shugabear25@gmail.com
Phone
8166633286
Address
13800 12th Street
Unit or Number
n/a
City, State
Grandview mo
Zip Code
64030
What region(s) are you
applying to work
within?
Kansas City

Which position(s) are
you applying for?
Server
Busser
Housekeeper
Dishwasher
anything

Are you applying for:
Full-Time
Part-Time
When can you start?
08-22-2019
Can you work
overtime?
Yes

How did you hear
about us?
Referral

If you were referred,
please tell us by
whom:
Jarel Cooper

What days/times can
you work? Select all
that apply:
Monday AM
Tuesday AM
Wednesday AM
Thursday AM

Friday AM
Saturday AM

Have you ever applied
to or worked for
Acrobat before?

No

Do you have any
friends or relatives
working for Acrobat? If Jarel Cooper
so, please let us know
who:

If hired, would you
have reliable means of
transportation to and
from work?

Yes

If hired, can you
present evidence of
your legal right to live
and work in this
country?

Yes

State age if under 18.
If you are under 18,
hire is subject to
verification that you
are of minimum age to
work.

MO

Are you able to
perform the essential
functions of the job for
which you are
applying?

Name of School
City & State
Grade/Degree
12th diploma
kansas city mo
Ruskin High school

Graduated?

Yes

Do you have any
special licenses? (if so,
label under "Special")

No

Are you computer
literate? (if so, label
which programs under
"Special")

Yes

Are you proficient with
Point of Sale systems?

Yes

(if so, label which under "Special")

Do you have any experience, training, qualifications or special skills? (if so, label under "Special")

Special:

management level experience as well as 13 yrs experience serving

Are you currently employed?

No

Can we contact your current employer?

No

Name and Address of Employer

Bluebird motel
8920 e us hwy 40
Kansas city mo

Type of Business

motel

Phone Number

8162554200

Your Position & Duties

housekeeping

Date of Employment (from/to):

03/19 - 08/19

Reason for Leaving

couldnt afford to pay me

Still Employed:

No

Name and Address of Employer

Dollar Tree
grandview mo

Type of Business

dollar store

Phone Number

8167650344

Your Position & Duties

assistant Manager of operations

Date of Employment (from/to):

11/18-05/19

Reason for Leaving

personal

Still Employed:

No

Name and Address of Employer

IHOP
grandview mo

Type of Business

restaurant

Phone Number

8169656400

Your Position & Duties

server

Date of Employment (from/to):

09/09-11/18

Reason for Leaving no hours

Still Employed: No

First Name Jarel

Last Name Cooper

E-mail Address shugabear25@gmail.com

Phone 8165829639

Relationship: friend

Years Acquainted: 10+

First Name Aaron

Last Name Vaneske

E-mail Address darkazron162@yahoo.com

Phone 8164052312

Relationship: friend

Years Acquainted: 3

First Name Natasha

Last Name McGrew

E-mail Address shugabear25@gmail.com

Phone 8166633286

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

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. (Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):
Natasha McGrew

Date: 08-21-2019

Please Attach Resume Below
[Natasha-McGrew \(3\).pdf](#)

You can [edit this submission](#) and [view all your submissions](#) easily.

Natasha McGrew

People-Focused Leader with 4+ Years Managerial Experience.

Grandview, MO
shugabee25@gmail.com
816-663-3286

Authorized to work in the US for any employer

Work Experience

Assistant Store Manager - Operations

Dollar Tree - Grandview, MO
November 2018 to Present

- Assist with all store functions and day-to-day store activities as directed by the Store Manager
- Able to perform all opening and closing procedures in the absence of the Store Manager
- Assist the Store Manager in protecting and securing all company assets, including store cash
- Adhere to all policies and procedures including safety guidelines
- Maintain a professional and friendly environment with customers, subordinates and supervisors to
- Maintain all areas of the store, including the stockroom and sales floor, to company standards to include recovery
- When the Store Manager is not on the premises, direct supervisory responsibility for all hourly Associates
- Process all SSC Corporate directives including Pull and Hold/Destroy, Task Compliance, Key Survey information
- requests and any additional communications related to store activities as delegated by the Store Manager
- Assist the Store Manager on the receipt and return of DSD merchandise.
- Follow the VIP and DSD Policies and Procedures
- Assist the Store Manager in ensuring proper staffing coverage on a daily basis
- Assist the Store Manager in ensuring that the sales floor is sales effective on a daily basis
- Assist in the management of cashing activities to ensure all company cash handling practices & guidelines are followed at all times by all Associates
- Promotional effectiveness of store-front fixtures and displays
- Assist in the management of sales effectiveness of seasonal areas in the store
- Coordinate appropriate signage utilized in the store
- Assist with the receipt and return of DSD merchandise
- Process damaged merchandise on a daily basis
- Assist Store Manager with creation of weekly schedules
- Assist in the management of store supplies and expense control
- Assist with merchandising and maintaining the checkout area to maximize impulse sales
- Ensure coolers and store-front program racks/displays are refilled daily (balloon program, sunglasses, batteries, etc.)
- Assist with the management of the Drive Item program

IHOP server

IHOP - Grandview, MO

September 2014 to December 2018

Server job duties consist of taking food and drink orders, bringing food and drinks to guests, answering questions about menu items and specials, and catering to patron requests. Specific responsibilities may include refilling drinks, clearing tables, printing receipts, and operating cash registers.

Inventory Control Specialist

RGIS Inventory Specialists - Overland Park, KS
January 2018 to October 2018

Counting and helping maintain inventory as a 3rd party company

Education

High school or equivalent in General

Ruskin High School - Kansas City, MO
August 2002 to May 2006

High school or equivalent

Skills

Sales, Management, Training, Inventory Management, Cash Handling, Team Building, Scheduling, Inventory, Word, Merchandising, Customer Service Skills, Housekeeping (1 year), Laundry services (1 year), House cleaning (1 year), Cashier (10+ years), Reporting (Less than 1 year), POS (7 years), Certified Nursing Assistant (1 year)

Additional Information

I also have former employers that are not listed with managerial experience

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

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?

7%

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?

$$\begin{array}{r} 10.00 \\ - 1.25 \\ - 0.90 \\ - 0.79 \\ \hline 7.06 \end{array}$$

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?

$$\begin{array}{r} 21.00 \\ - 10.50 \\ - 14.50 \\ \hline 5.00 \end{array}$$

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?

$$\begin{array}{r} 21.00 \\ - 14.50 \\ - 35.50 \\ \hline 17.50 \end{array}$$

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

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?

$$\begin{array}{r} 100.00 \\ - 21.50 \\ - 21.50 \\ \hline 57.00 \end{array}$$

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

Cashier Test

Score / 15

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21

14) What are the acceptable forms of ID for alcohol purchases?

State ID, Drivers license

15) How many \$20 bills are in a bank band?

60 bills = \$1000 -

100