

Interview Note Sheet

Applicant Information

Name: Thibbe Laughlin Date: 9/14/2019 Position (s) Applied for: Server

Interviewer: Anthony W. Rate of Pay: _____ Referred by: _____

Test Scores

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

Relevant Experience & Summary of Strengths

*Thibbe - Server
Breakfast / Server*

Total of _____ in Food Service/Hospitality

P.O.S. Experience: Y / N details: _____

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

Will Submit

Open

AM only

PM only

Weekdays only

Weekends only

Uniforms Owned:

Bistro

Black Bistro

Chef Pants

Knives

Black Pants

1/2 Tuxedo

Black Vest

Long Black Tie

Bow Tie

Other Languages Spoken:

Convention Candidate?

Would you recommend this applicant for Acrobat Academy?

First and Last Name: Tabbie Le Laughlin
 Email: tabbie.laughlin@acrobat.com
 Phone number: 415-213-0885

Working Experience:

Company Name: Hilton Garden Inn
 Dates of Employment: Oct 2007 Jan 2009
 Job Responsibility:

- opening
- host
- serving
- own cashier

Company Name: Indep. Comm. College
 Dates of Employment: 2004 - 2010
 Job Responsibility:

- prep cook
- serving
- general cleanup
- Tasting B-Bas

Company Name: Logghearts
 Dates of Employment: 2000 - 2004
 Job Responsibility:

- opening duties
- greeting guest
- taking - placing orders
- cashing out daily - own cashier

Skills

- Work well with and around the general public
- Great counting and making change
- Outstanding communication
- Always willing to learn new things & ways of life

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 Tobie Lee Laughlin Date: _____
Home Telephone (816) 213-0885 Other Telephone (816) 213-0885
Present Address 819 Highland Ave.
Permanent Address, if different from present address: _____
Email Address TobieLaughlin72@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server - open Salary desired: open
Are you currently registered with any staffing and/or employment agencies? If so, please list _____
No

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 _____ No _____ From: _____ To: _____
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☐ Name of Referral _____ 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? _____

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	AM	PM	Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:			
	After 2pm		open	—	—	open
SUNDAY			open			open
MONDAY	open		open			open
TUESDAY	open		open			open
WEDNESDAY	open		open			open
THURSDAY	open		open			open
FRIDAY	open		open			open
SATURDAY	—		—			—

PERSONAL INFORMATION

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.

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?
Independence High School		Indep. Kansas 67301	COMPLETED	yes 1991
Do you have any special licenses, certificates or special training? If so please list under "Special".				
Are you computer literate? If so, list software knowledge under "Special."		YES		
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES		
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		
Special:		NO		

Food Permit - CPR - Outstanding Communication and Listening "

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 Hilton Garden Inn
Type of Business Hotel Telephone No. (913)
Your Position and Duties open mornings 5am - set up dining area - prep food
closing duties general cleaning - counting - cashing out tickets
Dates of Employment: From Oct 2017 To Jan 2019
Reason for Leaving: Bad winter weather - slow hours cut

Name and Address of Employer Sutton Properties
Type of Business Real Estate Telephone No. (913) 626-
Your Position and Duties cleaning the general offices - trash - bathtubs - sweep - mopping
Running errands - keep inventory of all needed materials
Dates of Employment: From April 2015 To Now
Reason for Leaving: Time To Time or when needed

Name and Address of Employer Independence Comm. College
Type of Business College Telephone No. (620) 332-0250
Your Position and Duties opening with chef 5am - prep - bakery - serving students
and staff - general kitchen duties inventory and cleaning
Dates of Employment: From May 2004 To June 2010
Reason for Leaving: moved to Kansas City - daughter in college

Name and Address of Employer College Ave & Brookside Ave
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 X
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: Michelle Bryant
Address: 8120 Highland Ave.
Occupation: Customer Service
Relationship: Neighbor
Number of Years Acquainted: 6
Telephone No. (816) _____

Name: Thomas Whitaker
Address: Kansas City MO.
Occupation: Service Tech
Relationship: CO-Worker
Number of Years Acquainted: 5
Telephone No. (816) 437-4244

Name: Edward Rogers
Address: 8119 Highland Ave
Occupation: Customer Service
Relationship: CO-Worker
Number of Years Acquainted: 8
Telephone No. (816) 437-4244

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 Jobbie L. Laughlin Date 01/03/2019

Servers Test

Name Tabbie L. Laughlin

Score 26/35

Multiple Choice

1) Food is served on what side with what hand? B

- 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

2) Drinks are served on what side with what hand? B

- 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

3) Food and drinks are removed on what side with what hand? B

- 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

4) What part of a glass should you handle at all times? B

- a) The stem
- b) The widest part of the glass
- c) The top

5) When you are setting a dining room how should you set up your tablecloths? A

- 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

6) If you bring the wrong entrée to a guest what should you do? B

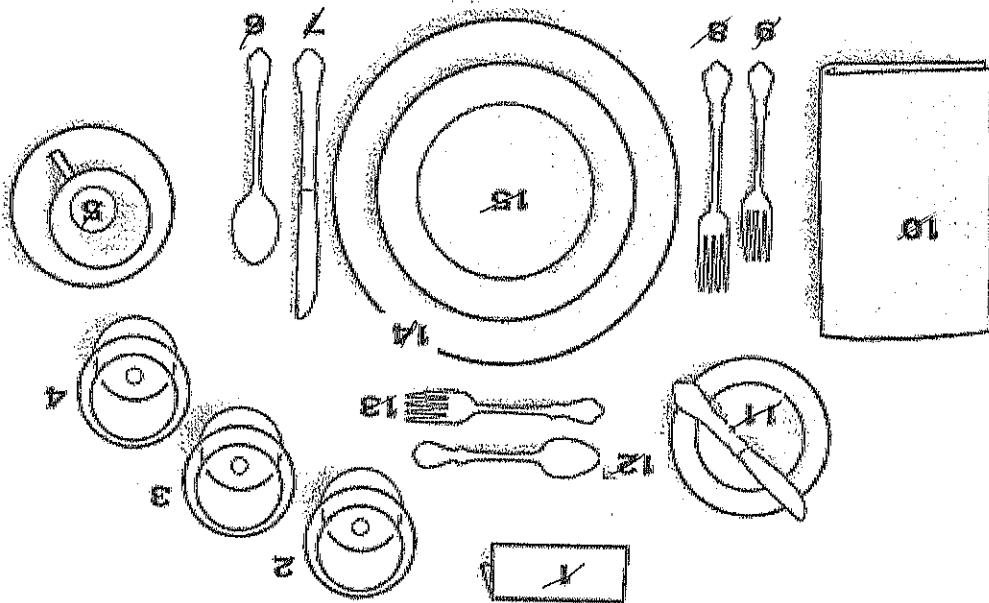
- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

- D Scullery
- 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

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

Fill in the Blank

- The utensils are placed 7 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? C + S
- 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? _____