

Interview Note Sheet

Name: Kaira Santana  
Date: 9-10-2019  
Position (s) Applied for:  
Server

Interviewer: Deana Gomez  
Rate of Pay: \$14/hr.  
Referred by: Taraga

Job Series	1	2	3	4	5
Server	/35	% Bartender	/30	%	
Prep Cook	/15	% Barista	/10	%	
Grill Cook	/40	% Cashier	/10	%	
Dishwasher	/10	% Housekeeping	/16	%	

Full-Time

Part-Time

Total of \_\_\_\_\_ in Food Service

Dee Akbar (Catering Setting) → PT job  
1 yr.

-Customer Service

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

Car	Public Transit	Carpool ( Rider / Driver )			
North NJ	South NJ	Central NJ			
Jersey Shore					
TIPS	Serv-Safe	LEAD	Other _____	Will Submit	
Open	AM only	PM only	Weekdays only	Weekends only	
Details:					
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 Academy?			Conversion Considered: _____		
Other Languages Spoken: _____					

Multiple Choice

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

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

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

a 4) What part of a glass should you handle at all times?  
 a) The stem  
 b) The widest part of the glass  
 c) The top

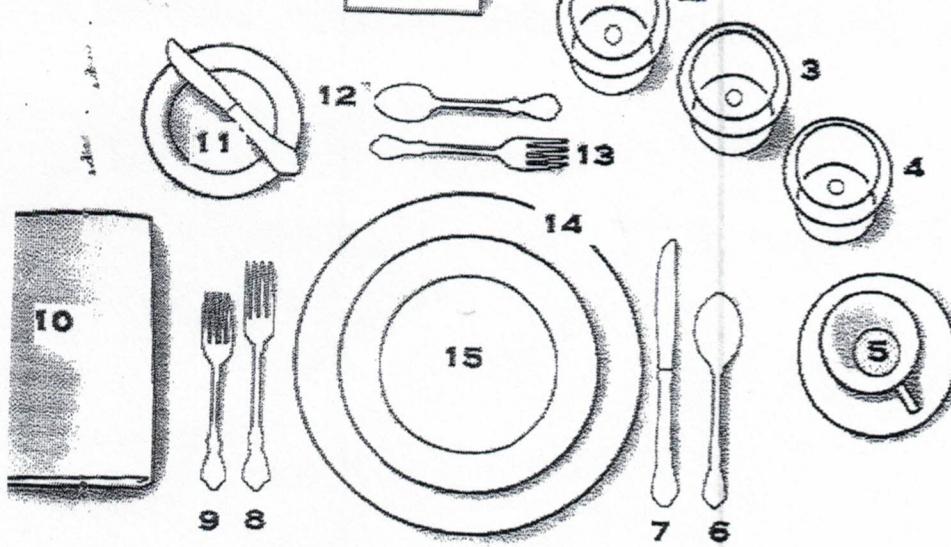
d 5) When you are setting a dining room how should you set up your tablecloths?  
 a) Neatly and evenly across the tables  
 b) The creases should all be going in the same directions  
 c) The chairs should be centered and gently touching the table cloth  
 d) All of the above

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 dinning 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  
B French Passing  
G Russian Service  
F Corkscrew  
C A 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



Score / 35

Match the Number to the Correct Vocabulary

8	Dinner Fork
5	Tea or Coffee Cup and Saucer
7	Dinner Knife
6	Wine Glass (Red)
13	Salad Fork
14	Service Plate
3	Wine Glass (White)

10	Napkin
11	Bread Plate and Knife
1	Name Place Card
12	Teaspoon
13	Dessert Fork
6	Soup Spoon
15	Salad Plate
4	Water Glass

Fill in the Blank

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? \_\_\_\_\_
5. The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
\_\_\_\_\_

Re: Employment Application New Jersey

JotForm

Fri 09/06/2019 4:50 PM

To: Team New Jersey <newjersey@acrobatoutsourcing.com>

9/9/19

11:17 am

@

~~Interview~~ Interview

9/10/19

@ 10

12:00pm

Employment Application New Jersey

First Name Kaira  
Last Name Santana  
E-mail Address kaira1812@yahoo.~~vin~~  
com  
Phone 7327347381  
Address Avenel st  
Unit or Number 400  
City, State Avenel  
Zip Code 07001  
What region(s) are you applying to work within? New Jersey  
Which position(s) are you applying for? Server  
Are you applying for: Part-Time  
When can you start? 09-18-2019  
Can you work overtime? Yes  
How did you hear about us? Referral  
If you were referred, please tell us by whom: Taraja Hudson  
What days/times can you work? Monday PM  
Select all that apply: Tuesday PM  
Wednesday PM  
Thursday PM  
Friday PM

Saturday PM

Sunday PM

Do you have any  
planned vacations  
or extended leave in No  
the next 12 months?  
(If no, leave blank)

Have you ever  
applied to or  
worked for Acrobat No  
before?

Do you have any  
friends or relatives  
working for  
Acrobat? If so, Taraja Hudson  
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 Yes  
live and work in this  
country?

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

Name of School University of nyc

City & State Yonkers

Grade/Degree GED

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? (If so, label Yes  
which under  
"Special")

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

No

Are you currently  
employed?

No

Can we contact your  
current employer?

Yes

Name and Address  
of Employer

Culinart

Type of Business

Food service

Phone Number

8622408663

Your Position &  
Duties

Cashier food service.

Date of Employment  
(from/to):

09/05/2018

Reason for Leaving

Looking for flexible schedule

Still Employed:

No

Have you ever been  
fired from a  
previous place of  
employment? If yes,  
please explain:

Have you obtained  
any special skills or  
abilities as the result  
of service in the  
military? If yes,  
please explain:

No

First Name

Eva

Last Name

Candia

E-mail Address

encandia@gmail.com

Phone

9088213383

Relationship:	Friend
Years Acquainted:	5
First Name	Ashley gonzalez
Last Name	Gonzalez
E-mail Address	ashleygon1997@gmail.com
Phone	9088480800
Relationship:	Friend
Years Acquainted:	6

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.

(Checked box indicates acknowledgement)

I hereby authorize (Checked box indicates acknowledgement)

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,

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

Applicant Digital  
Signature (Type  
Name):

Kaira Santana

Date: 09-06-2019

Please Attach  
Resume Below Kaira Santana Resume 1.pdf

You can edit this submission and view all your submissions easily.