

# Interview Note Sheet

Name: Kaira Santana Interviewer: Diana Gomez  
 Date: 9-10-2019 Rate of Pay: \$14/hr.  
 Position (s) Applied for: Server Referred by: Taraja

Server	/35	% Bartender	/30	%
Prep Cook	/15	% Barista	/10	%
Grill Cook	/40	% Cashier	/10	%
Dishwasher	/10	% Housekeeping	/15	%

Full-Time  
Part-Time

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

At 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 Avelon Academy?

Conversion Candidates?

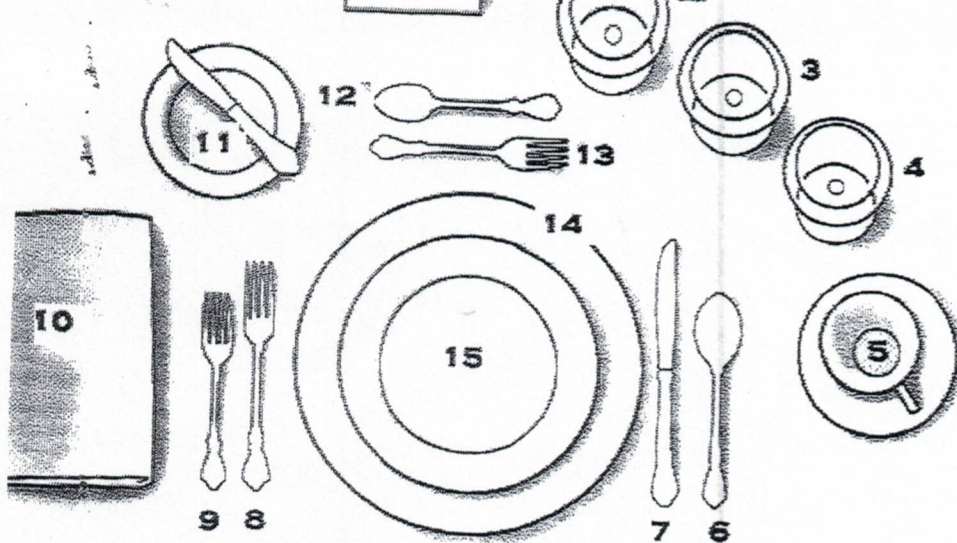
Other Languages Spoken:

**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 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**

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | 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) |
| <u>A</u> Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | F. Used to open bottles of wine   |
| <u>C</u> Tray Jack       | G. Style of dining in which the courses come out one at a time  |



Score / 35

**Match the Number to the Correct Vocabulary**

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>2</u> <u>4</u>	Wine Glass (Red)
<u>9</u> <u>13</u>	Salad Fork
<u>14</u>	Service Plate
<u>3</u>	Wine Glass (White)

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>1</u>	Name Place Card
<u>12</u> <u>6</u>	Teaspoon
<u>13</u> <u>9</u>	Dessert Fork
<u>6</u> <u>10</u>	Soup Spoon
<u>15</u>	Salad Plate
<u>4</u> <u>8</u>	Water Glass

**Fill in the Blank**

- The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_
- 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?  
\_\_\_\_\_

Re: Employment Application New Jersey

JotForm

Fri 09/06/2019 4:50 PM

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

9/9/19

11:17am @

~~Interview~~ Interview

9/10/19

@ 12:00pm

12:00pm

 **Employment Application New Jersey**

First Name	Kaira
Last Name	Santana
E-mail Address	kaira1812@yahoo. <del>com</del> <sup>com</sup>
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 Tuesday PM Wednesday PM Thursday PM Friday PM

Saturday PM

Sunday PM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	No
Have you ever applied to or worked for Acrobat before?	No
Do you have any friends or relatives working for Acrobat? If so, please let us know who:	Taraja Hudson
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
Are you able to perform the essential functions of the job for which you are applying?	Yes
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 which under "Special")	Yes
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:	No
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.