

Interview Note Sheet

Applicant Information

Name: Josephina Ogutu

Date: 9-16-19

Position (s) Applied for:

Server, cashier

Interviewer:

Jamie Balducci

Rate of Pay:

Referred by:

Cexie Bradley

Test Scores

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Embassy 2 months
housekeeping

Popeyes 9 months
morning prep, cashier

Gordmans
cashier

Total of _____ in Food Service/Hospitality

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 _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

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:

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 Josephina Renee Ogutu Date: SEP 14, 2019

Home Telephone (816) 433-0976 Other Telephone ()

Present Address 4307 Paseo

Permanent Address, if different from present address: josephina.ogutu010208@gmail.com

Email Address _____

EMPLOYMENT DESIRED

Position applying for: Server CASHIER Salary desired: 10.00

Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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: _____ To: _____

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☒ Name of Referral Lexis 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? SEP 17, 2019

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
AM	6-4	6-3	6-3	6-3	6-3	6-3	6-3
PM	3-11	3-11	3-11	3-11	3-11	3-11	3-11
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:							

PERSONAL INFORMATION

Do you have friends or relatives working for Acrobat Outsourcing? Yes ___ No X If yes, please state name and relationship _____

If hired, can you present evidence of your legal right to live and work in this country? Yes X No

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

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.)

EDUCATION & SKILLS

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
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Do you have any special license?	Yes	No	Diploma	Yes
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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	ON
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Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	YES	NO
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Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited		
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for work at Acrobat Outsourcing? If so, please list under "Special."	YES	NO
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Special:	only skill i really have is customer service		
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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 Embassy
Type of Business Hotel Telephone No. () housekeeping
Your Position and Duties housekeeping
Supervisor's Name Tony

Dates of Employment: From Aug. 2 To sep. 12

Reason for Leaving: disorganized, NO one does their job
Name and Address of Employer Popelays

Type of Business Fast food Telephone No. () prep
Your Position and Duties cashier
Supervisor's Name Alba

Dates of Employment: From 2018 To 2019

Reason for Leaving: not enough pay working to hard
Name and Address of Employer Gordmans

Type of Business Salt's Associate Telephone No. () cashier
Your Position and Duties cashier
Supervisor's Name

Dates of Employment: From 2018 To 2019

Reason for Leaving: not enough pay
Name and Address of Employer

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: _____

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: Joshay Taylor Telephone No. (816) 890-3944 Address 5629 E 28th Street Kansas City MO
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. () _____ Address _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. () _____ Address _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

JO 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.

JO 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.

JO 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.

JO 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.

JO 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 Josephine Ogata Date sep 16 / 2019

Cashier Test

Score 0 / 15

- 1) A roll of quarters is worth? b
 - a) \$5.00
 - b) \$10.00
 - c) \$15.00
 - d) \$20.00
- 2) A roll of dimes is worth? 9
 - a) \$5.00
 - b) \$4.00
 - c) \$3.00
 - d) \$2.00
- 3) A roll of nickels is worth? d
 - a) \$8.00
 - b) \$6.00
 - c) \$4.00
 - d) \$2.00
- 4) A roll of pennies is worth? c
 - a) \$1.00
 - b) \$0.75
 - c) \$0.50
 - d) \$0.25
- 5) What does POS stand for? c
 - 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? ?
 - a) 4.06
 - b) 2.06
 - c) 7.06
 - d) 5.06
- 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? c
 - a) \$4.06
 - b) \$2.06
 - c) \$7.06
 - d) \$5.06
- 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? b
 - a) \$19.50
 - b) \$14.50
 - c) \$9.50
 - d) \$4.50
- 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? d
 - 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? b
 - a) \$78.50
 - b) \$58.50
 - c) \$38.50
 - d) \$28.50

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?

hard copy, driver license

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

100