

Interview Note Sheet

Server

Applicant Information	
Name: <u>Reddick Ellingburg</u>	Position (s) Applied for: <u>Prep / Server</u>
Date: <u>10-8-19</u>	Referred by: _____
Interviewer: <u>Jamie Baducci</u>	Rate of Pay: _____

Test Scores				
Server	27/35	%	Bartender	/30
Prep Cook	/15	%	Barista	/10
Grill Cook	/40	%	Cashier	/10
Dishwasher	/10	%	Housekeeping	/16

Seeking:	Full-Time	Part-Time
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Relevant Experience & Summary of Strengths		Total of _____ Experience in Food Service/Hospitality	
How many customers or tables are you used to serving at one time? How would you re-act if an extra table was added to your section?	How many items can you carry on a tray? Please describe how to pick up a large oval tray.	How is a banquet server different from a regular restaurant server?	Notes:
<u>Tables, have no problem with it</u>	<u>pick up with left hand & serve with right</u>	<u>Banquet is more formal setting</u>	<u>weekdays & alot of fast food places - worked at a wedding</u>

P.O.S. Experience: ☒ Y ☐ N details:	
Transposition <u>car</u> Chairs/Tables (if any) <u>FH/Will Handle (Guarant)</u> Uniforms: Overalls	Other: _____ Long Black Tie _____ Black Vest _____ 1/2 Tuxedo _____ Tuxedo _____ Black Bistro _____ Bistro White _____ Chef Coat _____ Chef Pants _____ Knives _____ Black Pants _____ Non-Slip Shoes _____ Bow Tie _____
Recommendations:	Lead Academy _____
Other Languages Spoken:	_____
Regions Available to Work:	_____
Availability:	<u>open</u>

Name _____

Servers Test

Multiple Choice

Score 7/35

- 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
- 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
- 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
- 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) All of the above
- 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
- 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

- D A Scullery
- E Queen Mary
- A D Chafing Dish
- C 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

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 Redrick Ellingburg Home Telephone (816) 316-0472 Other Telephone () 1212 East 80th Street
 Present Address 1212 East 80th Street Permanent Address, if different from present address: Reddick2019@gmail.com
 Email Address Reddick2019@gmail.com

Position applying for: _____ Salary desired: \$12
 Are you currently registered with any staffing and/or employment agencies? If so, please list _____

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☐ No ☒
 Temporary work, e.g., summer or holiday work? Yes ☐ No ☒
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral ☐ Name of Referral J. Rhena Ellingburg Newspaper ☐ Job Fair ☐ Agency ☐
 Company Website ☐ Other Web Posting ☐ Other Source ☐
 Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? ASAP

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							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: open

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when? _____

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

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.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

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.)

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?
Ruskin High School	Kansas City, MO	COMPLETED 12th	Yes

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	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	YES	NO
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	NO

Special: CNA Lima Insulin Admin Pharmacy Tech

Name and Address of Employer _____
 Type of Business _____ Telephone No. () _____ Supervisor's Name _____

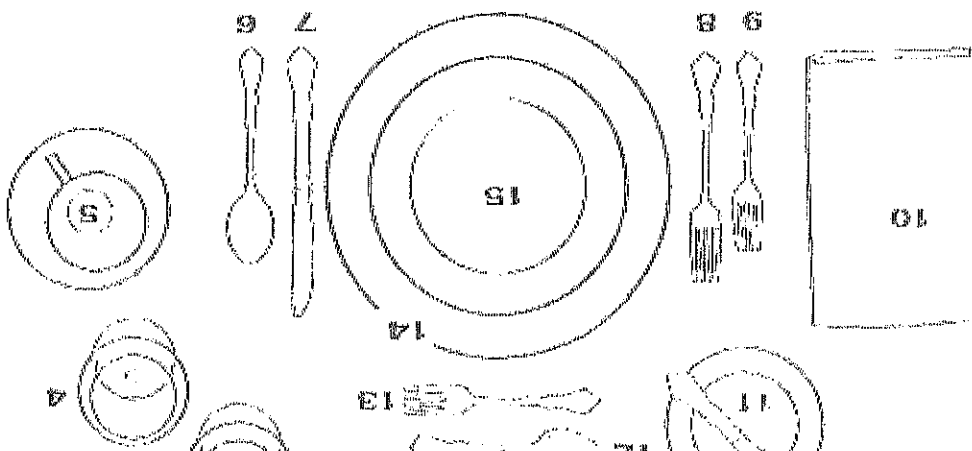
TEST Server (rev. 2013.07.31)

1. The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar & cream
3. Synchronized service is when: _____
4. What is generally indicated on the name placard other than the name? Room 615
5. The Protein on a plate is typically served at what hour on the clock? 12:30
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Tell the kitchen manager

Fill in the Blank

Water Glass	<u>42</u>	Dinner Fork	<u>8</u>
Salad Plate	<u>18</u>	Tea or Coffee Cup and Saucer	<u>5</u>
Soup Spoon	<u>16</u>	Dinner Knife	<u>7</u>
Dessert Fork	<u>13</u>	Wine Glass (Red)	<u>28</u>
Teaspoon	<u>12</u>	Salad Fork	<u>14</u>
Name Place Card	<u>1</u>	Service Plate	<u>14</u>
Bread Plate and Knife	<u>11</u>	Wine Glass (White)	<u>34</u>
Napkin	<u>10</u>		

Match the Number to the Correct Vocabulary



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: _____

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No ☒ No

If so, describe: _____

MILITARY SERVICE

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Nancy Johnson Address: Unknown Occupation: CNA Relationship: Co-worker Number of Years Acquainted: 4+

Name: _____ Address: _____ Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Address: _____ Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

JOB RELATED REFERENCES

Name: _____ Address: _____ Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Address: _____ Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Address: _____ Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

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.

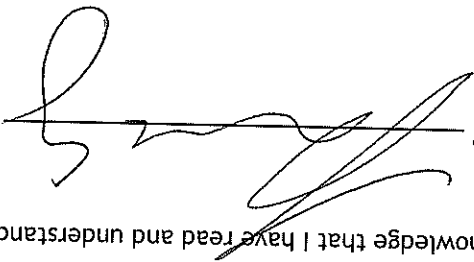
I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related 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  Date 10/08/2019