

Interview Note Sheet

Applicant Information	
Name:	
Date:	
Position (s) Applied for:	
Referred by:	
Rate of Pay:	
Interviewer:	

Seeking:
Full-Time
Part-Time

Test Scores				
Server	32	/35	%	
Prep Cook		/15	%	
Grill Cook		/40	%	
Dishwasher		/10	%	
Bartender		/35	%	
Barista		/15	%	
Cashier		/15	%	
Housekeeping		/16	%	

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Greeter - City Gate
Sprint - Sales Rep

Shawm Plaza
CP - 15
510-10

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
ATL

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:
Other Languages Spoken:

Would you recommend this applicant for Acrobat Academy?
Convention Candidate?

Servers Test

Name _____

Score 32 / 35

Multiple Choice

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

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 Scullery

c Queen Mary

a Chaffing Dish

b French Passing

f Russian Service

e Coricscrew

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 handling 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

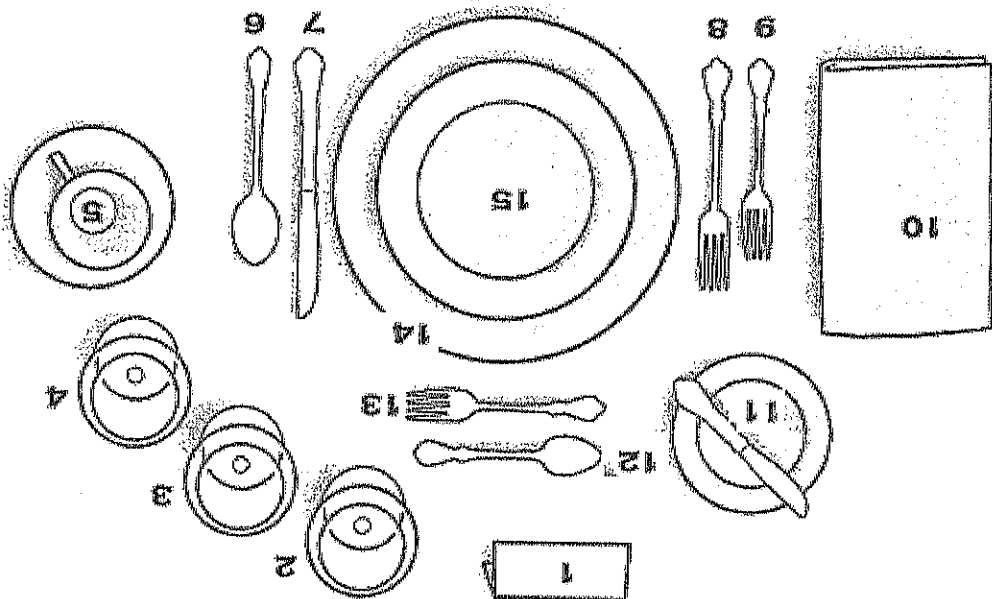
F Used to open bottles of wine

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
12	Name Place Card
13	Teaspoon
14	Dessert Fork
15	Soup Spoon
16	Salad Plate
17	Water Glass
18	Dinner Fork
19	Tea or Coffee Cup and Saucer
20	Dinner Knife
21	Wine Glass (Red)
22	Salad Fork
23	Service Plate
24	Wine Glass (White)

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? Sugar & cream
- Synchronized service is when: there is one server for every 2 guests
- What is generally indicated on the name placard other than the name? 3 reserved
- The Protein on a plate is typically served at what hour on the clock? 3-9
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? go to kitchen inform expediter that you need entire

Anthony Williams

From: JotForm <noreply@jotform.com>
Sent: Wednesday, August 21, 2019 9:23 AM
To: Kansas City Team
Subject: Re: Employment Application Kansas City



First Name Brittany
Last Name Thornton
E-mail Address b.thornton13@icloud.com
Phone 8166741341
Address 4015
Unit or Number N/A
City, State MO
Zip Code 64130
What region(s) are you applying to work within?
Riverside
Kansas City
Which position(s) are you applying for?
Server
Bartender
Barback
Housekeeper
Barista
Are you applying for: Full-Time
When can you start? 08-21-2019
Can you work overtime? Yes
How did you hear about us? Google
What days/times can you work? Select all that apply:
Monday AM
Monday PM
Tuesday AM
Tuesday PM
Wednesday AM
Wednesday PM
Thursday AM
Thursday PM
Friday AM

Friday PM
 Saturday AM
 Saturday PM
 Sunday AM
 Sunday PM

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

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

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

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

Name of School
 North east high
 City & State
 Kansas City
 Grade/Degree
 Diploma
 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") Yes

Are you currently employed? Yes

Can we contact your current employer? Yes

Name and Address of Employer Full potential solutions

Type of Business Call center

Phone Number 8164615200

Your Position & Duties Customer advocate

Date of Employment (from/to): 09/10/2018 - present

Reason for Leaving Present

Still Employed: Yes

Name and Address of Employer Britany Thornton

Name and Address of Employer Britany Thornton

First Name Jordan

Last Name Caldwell

E-mail Address jordenc@gmail.com

Phone 8168851355

Relationship: Coworker

Years Acquainted: 6

First Name Julia

Last Name Joyce

E-mail Address firstnamejulia@yahoo.com

Phone 8166657168

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that

(Checked box indicates acknowledgement)

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,

(Checked box indicates acknowledgement)

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, (Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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 Digital Signature (Type Name):
Brittany Thornton

Date: 08-21-2019

Please Attach Resume Below

[Brittany-Thornton.pdf](#)

You can [edit this submission](#) and [view all your submissions](#) easily.

Brittany Thornton

Kansas City, MO 64116

b.mosby0215@gmail.com

8166741341

Work Experience

Customer Advocate

Full Potential Solutions - Kansas City, MO
November 2018 to Present

Advocate for sprint customers / retention

Sales Associate

City Gear - Kansas City, MO
October 2017 to Present

Sales Manager

Toys 'R' Us - Kansas City, MO
September 2016 to February 2018

Over all floor sales and over seeing the other employees

Machine Operator

Martine International - Kansas City, MO
January 2017 to April 2017

Machine operator performed basic function on assisting on making vehicle

Machine operator / Quality Control / Team Lead

DSC Logistics - Kansas City, MO
February 2016 to November 2016

Checked to make sure car parts met company standards

Machine operator

Ceva

December 2015 to March 2016

Team lead

Quality Inspector

Greenies - Kansas City, MO

August 2015 to January 2016

Picker/Packer

Long Motor Company - Lenexa, KS
December 2014 to October 2015

Picking & packing

Picking orders for online orders. (Some forklift)

pallet jack

Customer Service Representative

USA800 - Raytown, MO

January 2014 to December 2014

Customer Service Representative

Centralized Showing Service - Kansas City, MO

October 2013 to December 2014

Scheduled Appointments to show different properties .

Housekeeper

Sheraton hotel - Kansas City, MO

May 2013 to January 2014

Call Center Representative

Ups - Overland Park, KS

January 2019

Call resolution , IT HELP , Moved up to lead representative , best customer service skills .

Education

Diploma

Northeast High School

August 2009 to May 2013

Skills

Call Center, Credit Union, Customer Service, Helping, Assisting, Guest Service

Certifications/Licenses

Driver's License

Assessments

Call Center Customer Service — Highly Proficient

August 2019

Measures a candidate's ability to demonstrate customer service skills in a call center setting.
Full results: https://share.indeedassessments.com/share_assignment/thszgfhk8bjtjice

Sales Skills: Influence & Negotiation — Proficient

August 2019

Measures a candidate's ability to effectively use influence and negotiation techniques to engage with and persuade customers.

Full results: https://share.indeedassessments.com/share_assignment/u-6pend8swjcfboo

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.