

Interview Note Sheet

General

Applicant Information	
Name: Dana McKenzie	Position (s) Applied for: Cashier, Server
Date: 10-11-19	Referred by:
Interviewer: Kevin Balducci	Rate of Pay:

Test Scores		Part-Time	
Server	/35	%	Seeking
Prep Cook	/15	%	Full-Time
Grill Cook	/40	%	Part-Time
Dishwasher	/10	%	
Bartender	/30	%	
Barista	/10	%	
Cashier	/10	%	
Housekeeping	/16	%	

Relevant Experience & Summary of Strengths			
Total of Experience in Food Service/Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	Try not to get into it with a coworker	Get to know the person and find out what their needs are
Everyday @ work have to make food by hand daily			works @ school looking for part time
Notes:	What do you do to go above and beyond and exceed your customer's expectations?		

P.O.S. Experience: Y / N details:	
Transportation	Car
Certifications (if any)	EH
Uniforms Owned:	☐ Bistro White ☐ Black Bistro ☐ Tuxedo ☐ 1/2 Tuxedo ☐ Black Vest ☐ Long Black Tie ☐ Other:
Recommendations:	☐ Lead Academy ☐ Acrobat Academy
Other Languages Spoken:	
Regions Available to Work:	Saturday open
Availability	



Dana McKenzie

Taborca ID: _____
Date of Hire: ____/____/____
Date of Re-Act: ____/____/____

- ☐ E-Verify
- ☐ Hire Right EE
- ☐ Hire Right Internal (upload any list A docs)
- ☐ Notice to Employee Completed
- ☐ Added to Orientation Time Sheet
- ☐ Background Check
- ☐ New Hire List (All fields)
- ☐ Check Taborca Profile (All fields)
- ☐ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card
- ☐ Presented
- ☐ Emailed

Re Act employee set up (See Re Act Process for more detail)

- ☐ File and 19 pulled (new one created/done in Hire Right if old ones are gone)
- ☐ Re-Act onboarding
- ☐ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- ☐ Complete Notice to Employee with updated pay if necessary
- ☐ Verify pay option
- ☐ Run new BGC if more than 1 year since last shift worked
- ☐ New orientation/place on time sheet if it's been over a year since last shift
- ☐ New Hire List it's been over a year since last shift
- ☐ Delete employee from the INA/TER spreadsheet if they are on it

Dana M. McKenzie

Pharmacy Technician

1949 East 71st Terr, Kansas City, MO 64132 • (816) 799-8840 • danamckenzie93@gmail.com

Summary of Qualifications

- Proven ability to assess customer needs and meet quality standards for services
- Extensive experience providing quality customer service in fast-paced, production environments
- Dedicated to compliance with established protocols for medical safety and confidentiality
- Consistent record of delivering quality customer-care

Education

Pharmacy Technician Diploma Program – A.S.H.P Accredited

Everest College – Kansas City, Missouri

Graduation: 07/2015

Core Competencies

- Administration of Medications and Alternative Medicine
- Prescription Production
- Compounding
- Aseptic Technique
- Horizontal and Vertical Flow Hood Preparations
- Pharmacology of Endocrine and Lymphatic Systems
- Pharmacology of the Respiratory and Nervous Systems
- Pharmacology of the Integumentary System and Senses
- Pharmacology of the GI and Muscular System
- Pharmacology of the Urinary and Reproductive Systems
- Pharmacology of the Cardiovascular System
- Pharmacology of the Circulatory and Skeletal Systems
- Retail Pharmacy Operations and Home Health Care
- Hospital Pharmacy, Ethics, Infection Control
- Customer Service
- CPR Certified
- OSHA and HIPAA Trained

Professional Experience

Food Specialist

Kansas City Missouri Public Schools – Kansas City, MO

- Ensure proper planning, preparation and timely service of meals for students and staff
- Maintain safe, sanitary food preparation facilities at all times

Pharmacy Technician Diploma Program Externship

Walgreen's Pharmacy – Kansas City, MO

- Provide an excellent customer experience by delivering prompt, professional service for drop-off prescription customers
- Ensure accurate data entry, prescription processing, and quality control to maintain customer safety and comply with all pharmacy protocols and regulations

Cleaner

Woodley Building Maintenance – Kansas City, MO

- Daily detail-cleaning of client facilities including floors, carpets, blinds and kitchen facilities
- Assess and respond to client needs and ensure sanitary facilities on a daily basis

Crew Member

Wendy's – Kansas City, MO

- Ensure excellent guest experience through prompt, friendly, efficient service at all times
- Maintain sanitary food preparation techniques at all times and handle monetary transactions accurately

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: Dana M. McKenzie

Date: 10-11-19

Home Telephone () 1949 East 91st Avenue (816) 793-4026

Present Address 1949 East 91st Avenue 91312-6413

Permanent Address, if different from present address: 115 East 95th Ave. 91312-6413
Email Address danamckenzie93@gmail.com

EMPLOYMENT DESIRED

Position applying for: Food Service / Dishwasher

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 ☐ From: 4pm To: 8pm
How did you find out about our open position? (Please check fill in proper name of source):
☒ Referral ☐ Name of Referral Deborah Rogers ☐ Newspaper ☐ Job Fair ☐ Agency

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? 10-11-19

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							
PM							
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 ☐ relationship Anthony Rogers
If yes, please state name and Leppera

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.

EDUCATION & SKILLS		NAME OF SCHOOL

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
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: <i>Hotel Handlers Permit</i> <i>Exp. 8-31-2021</i> <i># 22133</i>			

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 WELPS 2901 Road Kamo 64109

Type of Business School Telephone No. (816) 418-1874 Supervisor's Name Mrs. Burren

Your Position and Duties Cook / Cashier

Dates of Employment: From 8/12 To Present

Reason for Leaving: Currently Employed

Name and Address of Employer Access Home Health Care Kamo 64133 St 108

Type of Business Health Care Telephone No. (816) 503-9865 Supervisor's Name Mrs. Eduana

Your Position and Duties Home Health Aide. Prepare Meals. Assist with

Dates of Employment: From 04/18 To 03/19

Reason for Leaving: Temporary

Name and Address of Employer Woodleys Bldg Maint.

Type of Business Custodial Telephone No. (816) 358-9444 Supervisor's Name JB Hunter

Your Position and Duties Custodian. Detailed cleaning of client

Dates of Employment: From 03/11 To 03/12

Reason for Leaving: Resigned

Name and Address of Employer Wendy's 1601 W. 19th Kamo 64101

Type of Business Fast Food Telephone No. (816) 472-1016 Supervisor's Name Kenneth O'Jackets

Your Position and Duties: Crew Member. Maintain Sanitary Food
Preparations & Techniques. Handle Monetary Transactions
Dates of Employment: From 10/07 To 06/11
Reason for Leaving: Resigned
Have you ever been fired from any previous place of employment? If so, please explain: No

MILITARY SERVICE

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

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

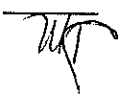
Name: <u>Jacqueline Gordon</u>	Address: _____	Occupation: <u>Health</u>	Relationship: <u>None</u>	Number of Years Acquainted: <u>2</u>
Name: <u>Shaunta Johnson</u>	Address: <u>1124 East of Main Terr.</u>	Occupation: <u>CMT</u>	Relationship: <u>Co-Worker</u>	Number of Years Acquainted: <u>4</u>
Name: <u>Marie Hayes</u>	Address: <u>9581 Harrison</u>	Occupation: <u>CSR</u>	Relationship: <u>Co-Worker</u>	Number of Years Acquainted: <u>4</u>

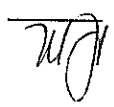
Telephone No. (814) 349-8950

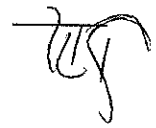
Telephone No. (814) 602-7849

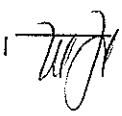
Telephone No. (814) 694-1232

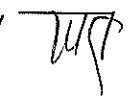
Please Read Carefully, Initial Each Paragraph and Sign Below

 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.

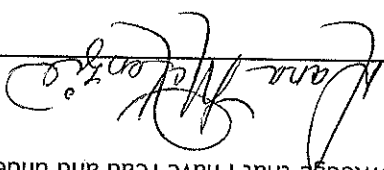
 I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related 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 10-11-19

- 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? H
a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- 3) A roll of nickels is worth? F
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? BE
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? 3.75
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? BP
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? F
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? H
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?

State ID / Drivers License

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

100 bills