Interview Note Sheet
Server

Applicant Information			
Name: Rosa Campos.		Interviewer: Anthy W.	
Date: 11/7/19		Rate of Pay:	
Position (s) Applied for: Server/ Food Runner.		Referred by:	

Test Scores						Seeking:
Server	31 /35	%	Bartender	/30	%	⟨Full-Time⟩
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	/10	%	Housekeeping	/16	%	Part-Time

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:

P.O.S. Experience: Y / N   details:_____

Transportation	Regions Available to work:
Drive	

Certifications (if any)	Availability
FH - Will Submit	

Uniforms Owned:

_____ Bistro White	_____ Chef Coat
_____ Black Bistro	_____ Chef Pants
_____ Tuxedo	_____ Knives
_____ 1/2 Tuxedo	_____ Black Pants
_____ Black Vest	_____ Non-Slip Shoes
_____ Long Black Tie	_____ Bow Tie
Other:	

Recommendations:

_____ Acrobat Academy

_____ Lead Academy

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 __Rosa Chavez Campos__ Date: __11/7/19__

Home Telephone __(913) 325 1167__ Other Telephone (___) _____

Present Address __2421 Lafayette ave KCK 66104__

Permanent Address, if different from present address: _____

Email Address __Rosa Chavezcampos 99 @gmail.com__

EMPLOYMENT DESIRED

Position applying for: __Server__ Salary desired: __$13.00__

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

__All team staff__

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 _____ 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?

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	11 Am	7 Am	7 Am	7 Am	7 Am	12 Am	12 Am
PM	6 pm	12 pm	12 pm	12 pm	12 pm	6 pm	6 pm

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

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before?   Yes___ No_X_ If yes, when?_____

Do you have friends or relatives working for Acrobat Outsourcing? Yes___No_X_   If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work?   Yes_X_ No___

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 _____. 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 COMPLETED	DID YOU GRADUATE?
Wyandotte	Kansas City	11	no
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: bilingual, visual learner, work well with others + Alone			

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 _X_ No___   If so, may we contact your current employer? Yes _X_ No___

Name and Address of Employer _All team Staff   4049 Pennsylvania ave KKMO 64111_

Type of Business _Staff_   Telephone No. _(816) 7563233_ Supervisor's Name _____
Your Position and Duties _Server_ _____

_____

Dates of Employment: From _08/2019_ To _Current_

Reason for Leaving: _____

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: _____

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: _____

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: _no_____

_____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?   Yes___   No_X_
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: _Azucena Lerma_____   Telephone No. _(413) 563 7671_

Address _____

Occupation: _Old Coworker_ Relationship: _Cashier_____ Number of Years Acquainted: _6_

Name: _Anabel Braswell_____   Telephone No. _(413) 387 6409_

Address _____

Occupation: _Cashier_____ Relationship: _Coworker_ Number of Years Acquainted: _3_

Name: _____   Telephone No. (_____)_____

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

Peu 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.

Pul 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.

Peu 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.

Pul 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.

Pul 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 _Mrs. Rosa Chauy-Campos_ Date _11/7/19_

First and Last Name: _Rosa Chavez-Campos_
Email: _rosachavezcampos99@gmail.com_
Phone number: _913 325 1167_

Working Experience:

Company Name: _All team_
Dates of Employment: _08/2019_
Job Responsibility:
- Server
- Bust
-
-

Company Name: _____
Dates of Employment: _____
Job Responsibility:
-
-
-
-

Company Name: _____
Dates of Employment: _____
Job Responsibility:
-
-
-
-

Skills
- Bilingual
-
-
-

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

D 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

A 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 dinning 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

B Queen Mary

A Chaffing Dish

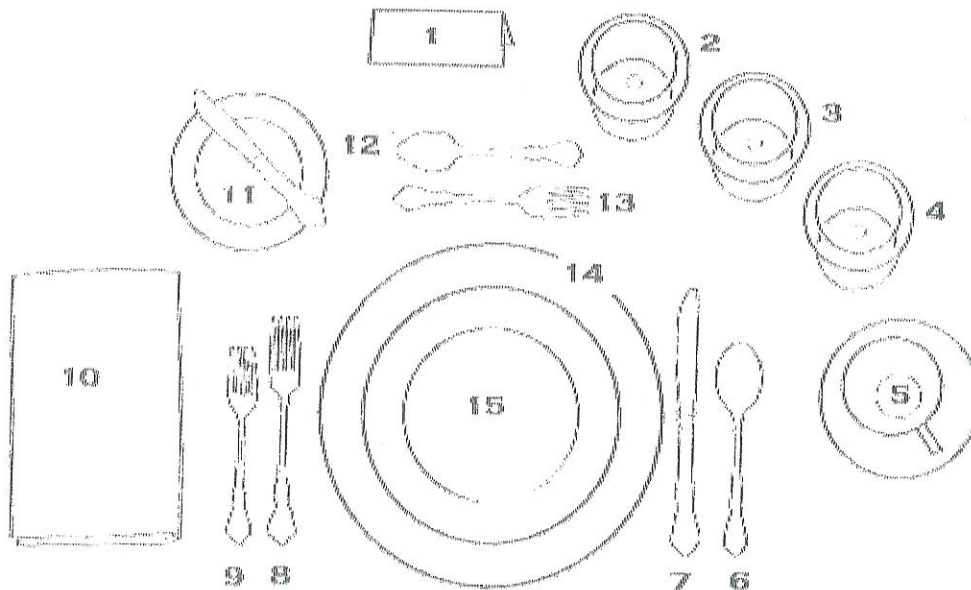**E** French Passing

G 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

![Acrobat - Your Hospitality Staffing Professionals]

Place setting diagram with numbered items: 1 (name card), 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Match the Number to the Correct Vocabulary

10	Napkin		8	Dinner Fork
11	Bread Plate and Knife		3	Tea or Coffee Cup and Saucer
1	Name Place Card		7	Dinner Knife
12	Teaspoon		2	Wine Glass (Red)
13	Dessert Fork		9	Salad Fork
6	Soup Spoon		14	Service Plate
15	Salad Plate		2	Wine Glass (White)
4	Water Glass			

Fill in the Blank

1. The utensils are placed _3 inches_ 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: _Everyone working at the same time same style._

4. What is generally indicated on the name placard other than the name? _Allergies_

5. The Protein on a plate is typically served at what hour on the clock? _7_

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Get them the food they asked for.