

# Interview Note Sheet Server

Applicant Information	
Name: <u>Ramke Pulluaim</u>	Interviewer: <u>Anthony W.</u>
Date: <u>11/15</u>	Rate of Pay:
Position (s) Applied for: <u>Houseman   Server   Prep</u>	Referred by:

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

Seeking:
<u>Full-Time</u>
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:
<u>7 table section</u> <u>Get on Track</u> <u>and work</u> <u>w/ Rhythm</u>	<u>6-8 plates</u>	<u>Banquet / more</u> <u>Total High</u> <u>in Control Demand</u> <u>more stressful</u>	

P.O.S. Experience: Y / N details: \_\_\_\_\_

Transportation
<u>Drive</u>
Certifications (if any)
<u>MA</u> <u>EA-</u>
Uniforms Owned:
<input type="checkbox"/> Bistro White <input type="checkbox"/> Chef Coat <input type="checkbox"/> Black Bistro <input type="checkbox"/> Chef Pants <input type="checkbox"/> Tuxedo <input type="checkbox"/> Knives <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Pants <input type="checkbox"/> Black Vest <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other:

Regions Available to work:
Availability
<u>Full-time</u>
Recommendations:
<input type="checkbox"/> Acrobat Academy  <input type="checkbox"/> Lead Academy
Other Languages Spoken:

# Ramiko pulluaim

Kansas City, MO  
pulluaim2@gmail.com  
8169773365

Authorized to work in the US for any employer

## Work Experience

### **Housewoker, tasting room attendant, host**

Cooper's Hawk Winery & Restaurants - Kansas City, MO  
January 2016 to Present

Opening and maintaining the cleanest of the restaurant, also in addition to helping and assisting all team members in all positions. I maintain seating arrangements for all guest.

### **coustomer service rep**

Leons Thriftway  
June 2014 to December 2015

Cashing checks, bill paying , assisting customers with check out and tallying up all registers and typing up store reports. Also reordering and ordering necessary or seasonal items for the store

### **Front Desk Clerk**

Community Link, Inc.  
May 2008 to June 2013

Making and receiving calls , scheduling appointments and operating the children's department

## Education

### **High school or equivalent**

Hogan Preparatory Academy

## Skills

- Typing (4 years)
- Money Handling (3 years)
- Communications
- Cleaning
- Customer Service
- Excel
- Filing
- Hospitality
- Time Management
- Housekeeping
- Cash Register

- Word
- retail sales
- Microsoft Office
- Hospitality Experience (5 years)
- Data Entry (5 years)
- Word Processing
- Excel

## Assessments

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### **Receptionist — Familiar**

September 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/a56c12605915ca157b6ed93dfa8fb33aead53dc074545cb7](https://share.indeedassessments.com/share_to_profile/a56c12605915ca157b6ed93dfa8fb33aead53dc074545cb7)

### **Customer Focus & Orientation — Highly Proficient**

October 2019

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8efdde88d8c633ef0ce4310faed2c80feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8efdde88d8c633ef0ce4310faed2c80feed53dc074545cb7)

### **Front Desk Agent (Hotel) — Familiar**

September 2019

Selecting hotel rooms based on verbal requests and identifying errors in hotel data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/63d89ac51d34aee4119d276701cf6717eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/63d89ac51d34aee4119d276701cf6717eed53dc074545cb7)

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



ACROBAT OUTSOURCING  
TSC GROUP

## 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 Ramiko Pulluaim Date: 11/5/2019  
Home Telephone (816) 977-3365 Other Telephone (816) 442-0770  
Present Address 4902 Linwood  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address pulluaim2@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Serving Salary desired: 14.00

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: \_\_\_\_\_ To: \_\_\_\_\_

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

Referral ☒ Name of Referral Chance 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?  
\_\_\_\_\_

*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		8am	8am	8am	8am	8am	8am
PM		4pm	4pm	4pm	4pm	4pm	4pm

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 L If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes\_\_\_ No L If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes L No\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes L 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 L 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?
Hogson Prep	Kemo	12	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: word perfect, Outlook, etc.			

**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 \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From 2016 To 2019

Reason for Leaving: I wanted to advance.

Name and Address of Employer Cooper's Hawk 4686 Broadway.

Type of Business Restaurant Telephone No. (816) 531-1500 Supervisor's Name Carolina

Your Position and Duties Houseworker, Server

Dates of Employment: From 2012 To 2015

Reason for Leaving: I needed more money.

Name and Address of Employer 3900 Elmwood Leon's Thriftway

Type of Business Grocery store Telephone No. (816) 446-0410 Supervisor's Name Leon

Your Position and Duties money management, paying bills, making orders, restocking shelves, checking in orders.

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: \_\_\_\_\_  
\_\_\_\_\_

#### **MILITARY SERVICE**

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_\_\_ No 1

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: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

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**

RMP 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.

RMP 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.

RMP 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.

RMP 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.

RMP 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 11/5/2019



Name \_\_\_\_\_

**Servers Test**

Score / 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

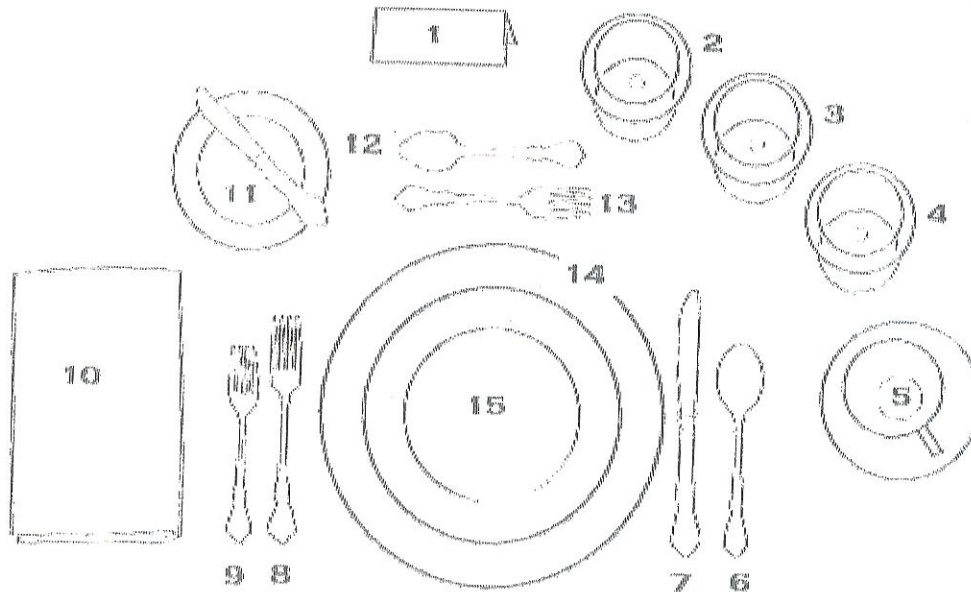
Match the Correct Vocabulary

- D Scullery  
B Queen Mary  
A Chaffing Dish  
G French Passing  
F Russian Service  
E 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

Name \_\_\_\_\_  
Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

- |           |                       |           |                              |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin                | <u>8</u>  | Dinner Fork                  |
| <u>11</u> | Bread Plate and Knife | <u>5</u>  | Tea or Coffee Cup and Saucer |
| <u>1</u>  | Name Place Card       | <u>7</u>  | Dinner Knife                 |
| <u>12</u> | Teaspoon              | <u>3</u>  | Wine Glass (Red)             |
| <u>9</u>  | Dessert Fork          | <u>13</u> | Salad Fork                   |
| <u>6</u>  | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>15</u> | Salad Plate           | <u>2</u>  | Wine Glass (White)           |
| <u>4</u>  | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed Once inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Dessert
- Synchronized service is when: When all plates are served at once
- What is generally indicated on the name placard other than the name? Number of guest
- The Protein on a plate is typically served at what hour on the clock? 6:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Let the chef or expo know asap.