

745-6968
816-81

Interview Note Sheet

Cashier

Applicant Information	
Name: <u>Hyana Woodley</u>	Position (s) Applied for:
Date:	Referred by:
Interviewer:	Rate of Pay:

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

Relevant Experience & Summary of Strengths			
Total of <u>Experience in Food Service/Hospitality</u>			
In your opinion, how can a cashier provide excellent customer service?	Explain the process of counting back money to a customer.	If a customer accused you of bad customer service, what would you do?	Notes:
Friendly. <u>Count money back</u>	<u>Count money back</u>	<u>Always Right</u>	

P.O.S. Experience: ☒ Y / ☐ N details:	Transportation	Regions Available to work:
Certifications (if any)	Other Languages Spoken:	Availability
Uniforms Owned:	Recommendations:	
☐ Bistro White ☐ Black Bistro ☐ Tuxedo ☐ 1/2 Tuxedo ☐ Black Vest ☐ Long Black Tie ☐ Other:	☐ Chef Coat ☐ Chef Pants ☐ Knives ☐ Black Pants ☐ Non-Slip Shoes ☐ Bow Tie	☐ Acrobat Academy ☐ Lead Academy

AYANA WOODLEY

Kansas City, Missouri 64129

Email: woodleyayana@gmail.com | Telephone: (816)745-6968

SUMMARY

Energetic professional seeking career opportunity as a Customer Service Representative or Logistics Associate. Proven record of working towards company goals and supporting team members across various industries. Excels at providing precise information to customers and meeting their needs. Will continually learn and develop the business skills necessary to achieve excellence and become a valuable asset of the company.

- Customer Service
- Business Software Applications
- Multi-Line Telephone System
- Reception and Administrative Support
- Problem Solving
- Microsoft Office Suite
- Written Verbal Communication
- Data Entry
- Office Equipment Operating
- Appointment Scheduling

WORK EXPERIENCE

Certified Nursing Assistant

Bridgewood Healthcare Center | Kansas City, Missouri

06/2018-07/2019

- Bathing and dressing patients
- Taking vital signs
- Collecting information about conditions and treatment plans from caregivers, nurses and doctors
- Answering patient calls
- Examining patients for bruises and other injuries/wounds
- Turning or repositioning patients who are bedridden
- Lifting patients into beds, wheelchairs or exam tables
- Cleaning and sanitizing patient areas
- Provide and empty bedpans
- Changing sheets and restocking rooms with necessary supplies

CEPS

United States Postal Service (Contract Work) | Kansas City, Missouri

11/2016-01/2017

- Routed mail to correct destinations in plant. Verified shipping documentation. Attached identification information to mail and packages. Loaded and Unload mail and packages. Sorted mail. Distributed incoming mail and prepared outgoing mail.

Client Service Representative

Quest Diagnostics | Lenexa, Kansas

01/2015-07/2015

- Handled customer inquiries received regarding reporting of patient results, inquiries, tests, or services. Reported laboratory results to clients and patients using established protocols. Documented call history in required format and maintained accurate records. Contacted clients to resolve matters related to patient testing and result reporting. Escalated issues as appropriate using established protocols. Performed other duties as required.

Mental Health Technician

Research Psychiatric Center | Kansas City, Missouri

09/2015-12/2015

- Provided nursing care to mentally and emotionally troubled and mentally impaired patients. Participated in individual treatment programs for patients. Assisted with daily living activities.

Acrobat

Your Hospital's Staffing Professionals
665 Third St., Suite 425 • San Francisco, CA 94107

First and Last Name: Alyana Woodley
Email: awoodley@acrobatsourcing.com
Phone number: _____

Working Experience:

Company Name: BridgeWood Health Care
Dates of Employment: 06/2018 - 07/2019

Job Responsibility:

- * Booking & checking patients
- * Taking vital signs
- * Answering phone calls
- * Directing room to patients

Company Name: United States Postal Service
Dates of Employment: 11/2015 - 07/2016

Job Responsibility:

- * Route mail to correct destinations
- * Verified shipping destinations
- * Loaded and unloaded mail and packages

Company Name: _____

Dates of Employment: _____

Job Responsibility:

Skills

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 Allyson Wootley Date: 11/19/19
Home Telephone (816) 745-6968 Other Telephone () _____
Present Address 7416 E 57th St
Permanent Address, if different from present address: _____
Email Address wootleya@acrobat.com

EMPLOYMENT DESIRED

Position applying for: Open Salary desired: \$11.00
Are you currently registered with any staffing and/or employment agencies? If so, please list NO

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 _____ 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							
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 ☒ 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	South East	CITY & STATE	Kansas City	GRADE OR DEGREE	COMPLETED	DID YOU GRADUATE?	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".	High School	mo 6/137	Dianna	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:							

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 Bridgwood Health care

Type of Business Nursing Telephone No. (816) 749-8453

Your Position and Duties Assistant Patient with elderly living

Dates of Employment: From 06/2018 To 07/2019

Reason for Leaving: passed

Name and Address of Employer United States Postal Service

Type of Business Mail Telephone No. (816) 767-3105

Your Position and Duties Mail to correct delinquencies in plans

Dates of Employment: From 11/2016 To 01/2017

Reason for Leaving: Desired London

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____

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: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No _____
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: _____
Address: _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____
Telephone No. () _____

Name: _____
Address: _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____
Telephone No. () _____

Name: _____
Address: _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____
Telephone No. () _____

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.

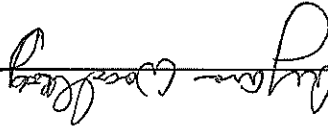
I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related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

- 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? A
 a) \$5.00
 b) \$4.00
 c) \$3.00
 d) \$2.00
- 3) A roll of nickels is worth? D
 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? C
 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? 8.6%
 a) 8.6%
 b) 8.6%
 c) 8.6%
 d) 8.6%
- 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? B
 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? D
 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? A
 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?

driving licenses passport

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

50

$$50 \times 20 = 1000$$