

# Interview Note Sheet

## Server

Applicant Information	
Name: <u>Paula Goddard</u>	Interviewer: <u>Amanda Devine</u>
Date: <u>11/26/19</u>	Rate of Pay: <u>\$14 an hour</u>
Position (s) Applied for: <u>Server</u>	Referred by:

Test Scores						Seeking: <input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time
Server	<u>32</u> / 35	<u>01</u> %	Bartender	<u>/30</u>	%	
Prep Cook	<u>/15</u>	%	Barista	<u>/10</u>	%	
Grill Cook	<u>/40</u>	%	Cashier	<u>/10</u>	%	
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/16</u>	%	

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>3-4 tables</u>	<u>5 items</u>		

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

<b>Transportation</b> <u>Own Car</u>	<b>Regions Available to work:</b> <u>Ocean Grove, NJ</u> <u>max travel: 1 hour.</u>														
<b>Certifications (if any)</b>  	<b>Availability</b> <u>Open. (may change)</u>														
<b>Uniforms Owned:</b> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Bistro White</td> <td><input type="checkbox"/> Chef Coat</td> </tr> <tr> <td><input checked="" type="checkbox"/> Black Bistro</td> <td><input type="checkbox"/> Chef Pants</td> </tr> <tr> <td><input type="checkbox"/> Tuxedo</td> <td><input type="checkbox"/> Knives</td> </tr> <tr> <td><input type="checkbox"/> 1/2 Tuxedo</td> <td><input checked="" type="checkbox"/> Black Pants</td> </tr> <tr> <td><input type="checkbox"/> Black Vest</td> <td><input checked="" type="checkbox"/> Non-Slip Shoes</td> </tr> <tr> <td><input type="checkbox"/> Long Black Tie</td> <td><input type="checkbox"/> Bow Tie</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td><input type="checkbox"/> Cut Glove</td> </tr> </table>	<input checked="" type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat	<input checked="" type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Knives	<input type="checkbox"/> 1/2 Tuxedo	<input checked="" type="checkbox"/> Black Pants	<input type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie	<input type="checkbox"/> Other:	<input type="checkbox"/> Cut Glove	<b>Recommendations:</b> <u>Acrobat Academy</u>  <u>Lead Academy</u>
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<input type="checkbox"/> Other:	<input type="checkbox"/> Cut Glove														
	<b>Other Languages Spoken:</b>  														



**Multiple Choice**

91%  
-3

- A 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
- D 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 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

E Queen Mary

A Chaffing Dish

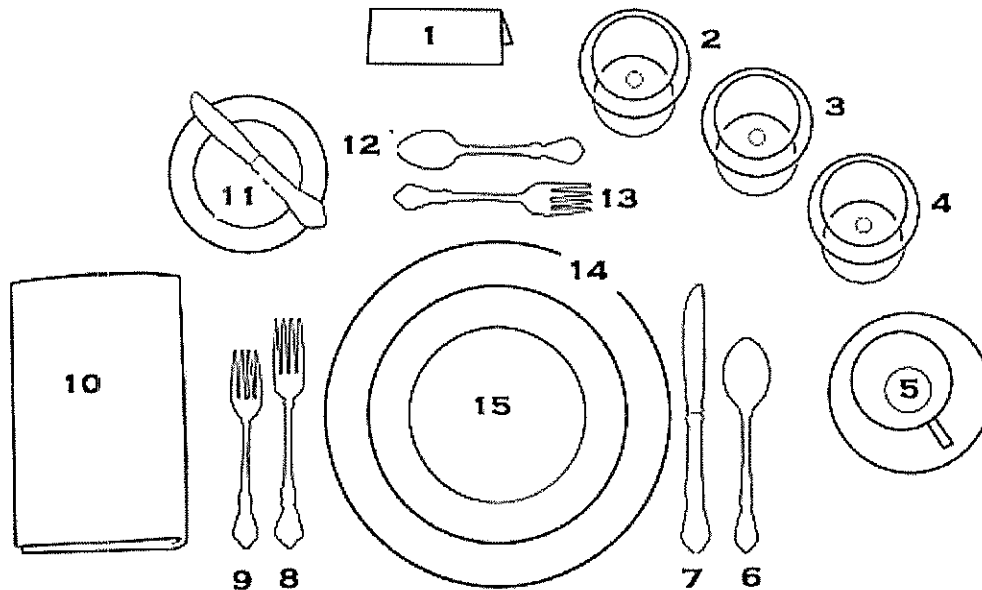
B French Passing

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



**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>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream & Sugar
3. Synchronized service is when: At the same time.
4. What is generally indicated on the name placard other than the name? Number
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?  
Tell chef.

**Paula Goddard** PO Box 66304 – Baltimore, MD 21239-6304  
(410) 419-0878 – Mobile

**Objective**

To obtain a position as a server catering to guests in a high volume bar/restaurant.

**Experience**

July 2003 – October 2003      **Red Lobster**      Lake Buena Vista, FL

**Alley Coordinator**

- Verify accuracy of food supplied to the orders/tickets.
- Responsible for decorative plate presentation.
- "Dressing" of food / Garnishing of food and placing of condiments on plates.
- Liaison for servers needing to communicate with cooks.
- Maintain cleanliness of alley and workstations.

**Server Trainee**

- Served food and a variety of alcoholic/non-alcoholic beverages.
- Cleaned tables and booths.
- Rolled silverware.
- Set-up table for incoming guests.

May 2003 – July 2003      **Ponderosa**      Kissimmee, FL

**Server**

- Served food and a variety of alcoholic/non-alcoholic beverages.
- Cleaned tables and booths.
- Perform a variety of "side-work" such as maintaining levels of lemons, creamers, ice and sanitizing duties.
- Rolled silverware.

**Host**

- Provide customer service by answering guest inquiries regarding the menu and hours of operation.
- Greet guests and determine the seating needed.
- Set-up table for incoming guests.

**Expedite**

- "Dressing" of food / Garnishing of food and placing of condiments on plates.
- Assist servers by delivering food to guests.

**Additional Related Experience**

1999      **Tender Touch Unlimited**      New Jersey  
**Server** – Served guests in a private home. My services were requested through this self-developed business that provided personal and business services.

**Education**

University of Maryland - College Park, MD & The Richard Stockton College of New Jersey

**Skills**

Proficient user and educator of various software applications for word-processing, desktop publishing, spreadsheet, presentation software, editing, hospitality industry tracking and POS.

**Re: Employment Application New Jersey**

JotForm &lt;noreply@jotform.com&gt;

Tue 11/26/2019 2:25 PM

To: HS New Jersey &lt;hsnj@theservicecompanies.com&gt;

**Employment Application New Jersey**

First Name	Paula
Last Name	Goddard
E-mail Address	pgoddard88@yahoo.com
Phone	202-7491616
Address	112 asbury avebury
Unit or Number	112
City, State	ocean grove, NJ
Zip Code	07756
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server
Are you applying for:	Full-Time Part-Time
When can you start?	11-27-2019
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

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

Yes

Name of School

na

City & State

na

Grade/Degree

na

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")

No

Are you currently  
employed?

No

Can we contact your  
current employer?

No

Name and Address of  
Employer

na

Type of Business

na

Phone Number

na

Your Position & Duties

na

Date of Employment  
(from/to):

na

Reason for Leaving

na

Still Employed:

No

First Name	Mary
Last Name	Sutherland
E-mail Address	pgoddard88@gmail.com
Phone	433-388-4901
Relationship:	friend
Years Acquainted:	6

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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 The Service Companies (TSC) 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. (Checked box indicates acknowledgement)

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 (Checked box indicates acknowledgement)



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.

(Checked box indicates acknowledgement)

Applicant Digital  
Signature (Type Name):

Paula Goddard

Date:

11-26-2019

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



## Case Verification Number: 2019330221232ME

Report prepared: 11/26/2019

### Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

### Employee Information

Name: Paula Goddard

Date of Birth: 05/20/1967

U.S. Social Security Number: \*\*\*-\*\*-1259

Employee's First Day of Employment: 11/26/2019

Citizenship Status: U.S. Citizen

### Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Subtype: Driver's License

Document Number: \*\*\*\*\*7381

Expiration Date: 05/20/2027

State: Maryland

List C Document: Social Security Card

### Case Information

Case Status: Closed

Case Submitted By: Amanda Devine

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized Auto Close