

Interview Note Sheet

Name: <u>William Williams</u>		Date: <u>12/14/19</u>	Position (s) Applied for: <u>Server/Prep/Dish</u>
Interviewer: <u>Anthony W.</u>		Rate of Pay:	Referred by:

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

Seeking:	Full-Time	Part-Time
----------	-----------	-----------

Describe a time when you had to multitask, or work under pressure?		Help most job. Help people. Help dish & Breakfast w/ extra things	
How would you handle a disagreement/argument with a coworker?	Simple just more one and talk to Manager.	Help w/ them to do whatever is needed.	Working days 9am-4pm @ Moparts/
What do you do to go above and beyond and exceed your customer's expectations?			
Notes:			

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

☐ 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
---	---

Baseline
FA - will submit

Regions available to work:	kc/Anaa
Availability:	
Other Languages Spoken:	
Acrobat Academy	Lead Academy

Acrobat

outsourcing
Your Hospitality Staffing Professionals
665 Third St., Suite 435 • San Francisco, CA 94107

First and Last Name: Willie E. Williams Jr.
Email: WWilliams11243@gmail.com
Phone number: (814) 797-0825

Working Experience:

Hotel
Company Name: Co Co Key Houseperson
Dates of Employment: 2017 to 2018
Job Responsibility: Get thing for the house keeper etc

(clean)
(cut food)

Company Name: LC's Prep
Dates of Employment: 2018 to 2019
Job Responsibility:

Company Name:
Dates of Employment:
Job Responsibility:

Skills

Production
Manufacture
Assemble
Hotel
Restaurant
Construction etc
Painting

800.236.2276 • info@acrobatsourcing.com

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 Willie E.
 Home Telephone (816) 797-0825
 Present Address 314 Kensington Ave.
 Permanent Address, if different from present address:
 Email Address williams11262@gmail.com

EMPLOYMENT DESIRED

Position applying for: Dishwasher
 Are you currently registered with any staffing and/or employment agencies? If so, please list
yes Liberty, Lax max, 365 Labor Street
 Are you applying for:
 Full-time work? Yes ☒ No ☐
 Part-time work? Yes ☐ No ☐
 Temporary work, e.g., summer or holiday work? Yes ☒ No ☐
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral ☐ Name of Referral _____
 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: <u>N/A</u>							

NAME OF SCHOOL		CITY & STATE	GRADE OR DEGREE	DID YOU GRADUATE?
Central Sc. High		Kansas City mo	COMPLETED 12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES		
Are you computer literate? If so, list software knowledge under "Special."		YES		
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES		
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		
Special: Prep,		NO		

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

Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes X No

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

Yes No

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

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when?

PERSONAL INFORMATION

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 970 Kansas Ave.
Type of Business Clean up & D. Shugher
Telephone No. (913) 270-5100
Your Position and Duties Chiefs game, Federal Building, Liberty
Supervisor's Name Baaron, M.

Dates of Employment: From 2016 To 2019

Reason for Leaving: still there

Name and Address of Employer Lehot Smart
Type of Business _____
Telephone No. (913) 362-3000
Your Position and Duties Bishwasingh, Assembly, pref
Supervisor's Name Art

Dates of Employment: From 2019 To 2019

Reason for Leaving: still there

Name and Address of Employer 365 Temp
Type of Business Temp
Telephone No. (816) 836-7384
Your Position and Duties Server, Aspen
Supervisor's Name Brian

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: Iona Fettigrew
Address: _____
Telephone No. (816) 921-1635

Occupation: Retired
Relationship: mother
Number of Years Acquainted: All my life

Name: Steve Clark
Address: 3324 Olive
Telephone No. (816) 291-2276

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

Name: James
Address: 3314 Spive
Telephone No. (816) 673-1037

Occupation: Dish
Relationship: Friend
Number of Years Acquainted: 3 yrs

Gilbert Warner (816) 741-6901

Please Read Carefully, Initial Each Paragraph and Sign Below

WLS 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.

WLS 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.

WLS 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.

WLS 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.

WLS 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

WLS
Date 12-27-19

Servers Test

Name _____

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?

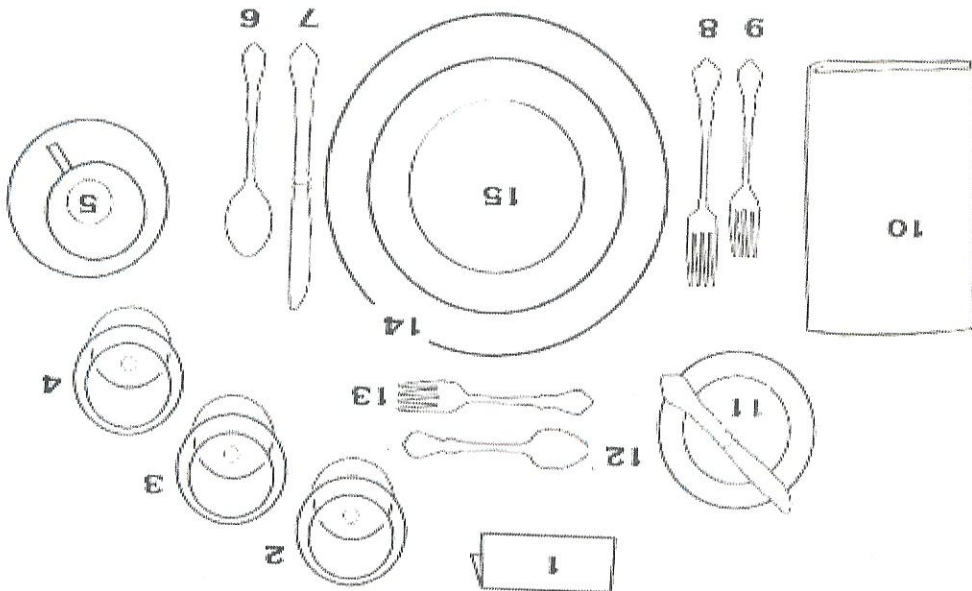
- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

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

- 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 _____
Servers Test _____
Score / 35



Match the Number to the Correct Vocabulary

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

Fill in the Blank

- The utensils are placed _____ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? _____
- Synchronized service is when: _____
- What is generally indicated on the name placard other than the name? _____
- The Protein on a plate is typically served at what hour on the clock? _____
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? *yes*

*Wait over
Answer with
EE*