

Interview Note Sheet

Server

Applicant Information	
Name: <u>LeAnna Sego</u>	Position (s) Applied for: <u>Server/CASH</u>
Date: <u>12/12/19</u>	Referred by: _____
Interviewer: <u>Anthony W.</u>	Rate of Pay: _____

Test Scores				
Server	12/35	%	Bartender	/30
Prep Cook	/15	%	Barista	/10
Grill Cook	/40	%	Cashier	/10
Dishwasher	/10	%	Housekeeping	/16

Seeking:	Full-Time	Part-Time
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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?	People - 8 ppl. 5 - Tables - Full
How many items can you carry on a tray? Please describe how to pick up a large oval tray.	D - 8 F - 14 ppl.
How is a banquet server different from a regular restaurant server?	B - more intricate dress / sit down A. Not as professional m/mt.
Notes:	Serving @ Sat & Sun & cover charge

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

Leanna Sego

Kansas City, MO
leannasego6_47a@indeedemail.com
8169337185

Work Experience

Retail

Advance Auto Parts - Kansas City, MO
July 2019 to Present

I help customers with finding the right parts for their vehicle. I put away the truck loads of parts that we get shipped to our store. And keep the store looking in good condition.

Customer Service Associate

Sheltons printing - Harrisonville, MO
January 2016 to Present

I help out my mother on the weekend with her business. We print copies for customers as well as put labels on what ever the customer needs. We scan out blue prints, cut and fold pamphlets for church's, as well as many other things.

Cashier

Waterway Carwash - Kansas City, MO
December 2016 to August 2017

I helped customers find the right car wash which fits their needs. I would stock the store to make sure it looked full and clean.
I would also help wash the cars, making sure it looked shiny and new. Which in return would make the customer happy with the end result.

Education

High school or equivalent

Archie High School

Skills

- Strategic Planning

Additional Information

I'm a friendly face, who's always smiling no matter what situation I'm placed in. Can easily find my way around obstacle in my way. With a positive attitude and fierce go getter, nothing can stop me.



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 Leanna Christina Sego Home Telephone (816) 933-0718 Other Telephone ()
 Present Address 2110 Clay St. JKC, MO 64116
 Permanent Address, if different from present address: _____
 Email Address leannasego1997@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server
 Are you currently registered with any staffing and/or employment agencies? If so, please list _____
 Salary desired: _____

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 _____
 Company Website ☐ Other Web Posting ☒ Other Source ☐
 Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? Immediately

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	Archie High	
CITY & STATE	Arlene/mo	
GRADE OR DEGREE	COMPLETED	
DID YOU GRADUATE?	YES	
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES	12
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:		

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: Tex (County Court) E 7812 MO-116 latrop
Type of Business: Restaurant Telephone No. (816) 528-8163
Your Position and Duties: in a waitress at a truck stop
Supervisor's Name: Larry / Rachael

Dates of Employment: From Nov To —

Reason for Leaving: Don't plan on having but switch to part time

Name and Address of Employer: Advance Auto Parts 2100 Burlington St. KCm2
Type of Business: Auto Parts Telephone No. (816) 471-1010
Your Position and Duties: I was a cashier
Supervisor's Name: Mike Kennedy

Dates of Employment: From July To Nov

Reason for Leaving: Discussions were made, which weren't true,

Name and Address of Employer: Sheltons Printing
Type of Business: Printing Telephone No. (816) —
Your Position and Duties: I helped with anything that need don't, loading paper, folding, printing, running the strands
Supervisor's Name: Senith Coleman
Dates of Employment: From 2016 To 2019

Reason for Leaving: I still help when she needs me

Name and Address of Employer: Wadsworth 8507 Stateline Rd KCm2
Type of Business: Car Wash Telephone No. (816) 523-4105
Supervisor's Name: Chris

Your Position and Duties: Cashier, car cleaner, coffee maker

Dates of Employment: From 2016 To 2017
Reason for Leaving: quit / asked to quit

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 ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Chad Juffer
Address: 210 Clay St KC MO
Occupation: mechanic
Relationship: friend
Number of Years Acquainted: 2
Telephone No. (816) 916 0634

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 document used to secure employment shall be grounds for rejection of this application or on any document used to secure employment shall be grounds for 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 Demetrius Date Dec 12, 2019

Name Leanna Steg
Score 28/35

Servers Test

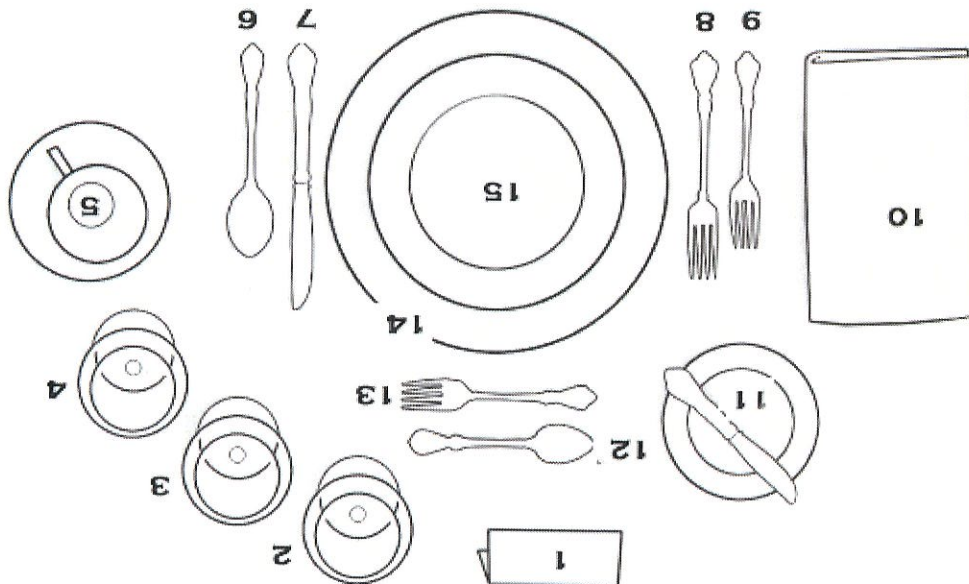
Multiple Choice

- 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

- | | |
|--------------------------|--|
| <u>D</u> Scullery | <u>A.</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | <u>B.</u> 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) |
| <u>G</u> Chaffing Dish | <u>C.</u> Used to hold a large tray on the dining floor |
| <u>H</u> French Passing | <u>D.</u> Area for dirty dishware and glasses |
| <u>B</u> Russian Service | <u>E.</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <u>B.</u> Used to open bottles of wine |
| <u>C</u> Tray Jack | <u>G.</u> 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
12	Teaspoon
13	Dessert Fork
14	Soup Spoon
15	Salad Plate
16	Water Glass
1	Name Place Card
2	Dinner Fork
3	Tea or Coffee Cup and Saucer
4	Dinner Knife
5	Wine Glass (Red)
6	Salad Fork
7	Service Plate
8	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? cream/sugars
- Synchronized service is when: all serve @ same time
- What is generally indicated on the name placard other than the name? business
- 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? inform the manager/chef