

Interview Note Sheet General

Applicant Information	
Name: <u>Lymon Simms</u>	Interviewer: <u>Anthony W.</u>
Date: <u>12/23</u>	Rate of Pay:
Position (s) Applied for: <u>Pat Dining Associate</u>	Referred by:

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ Experience in Food Service/Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
<u>Multi Task</u> Helping move w/ kids, cook, clean. Weddgi set up serve, cater, cleanup	Having an understanding while the take on side and achieve on	make sure customer always feels good. and is happy Help kids in line	

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

Transportation
<u>Drive</u>

Regions Available to work
<u>Lia/-y. FH/ will submit</u>

Availability
<u>Saturday + Sun + Wed</u> <u>8-8.</u>

Recommendations
<u>Acrobat Academy</u>
<u>Lead Academy</u>

Other Languages Spoken

Uniform / Owner of:	
<input type="checkbox"/> Bistro White <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other:	<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie

Lymon Simms

Kansas City, MO

lymonsimms4_2kq@indeedemail.com

(816)2252029

Work Experience

Server/Busser

JOSE PEPPERS - Lees Summit, MO

March 2018 to January 2019

Serve tables with a positive attitude and complete eidetic.

Cleaned tables.

Custodial duties.

Assisted dishwasher with dishes.

Floor Person

Silgan Plastics - Grandview, MO

August 2018 to November 2018

Maintenance on machines

also included cleaning duties of area

up keep on 20 or less machines

Packing and shipping materials

Package Handler

THERMO FISHER - Lenexa, KS

September 2013 to December 2014

Sort, grade, weigh, and inspect products, verifying and adjusting product weight or measurement to meet specifications.

- Observe machine operation to ensure quality and conformity of filled or packaged products to standards.
- Attach identification labels to finished packaged items.

Teacher

LINC Community Revitalization Inc

April 2013 to 2014

Serve as liaison between students, homes, schools, families, child guidance.

- Supervise students in the class rooms, halls cafeterias, school yards, and gymnasiums, or on field trips.
- Observe students' performance.
- In only one week made the students in the classes behavior positively improve with associated lesson plans.

Education

Bachelor's in Bachelor of Science in Business Administration

Colorado - Kansas City, MO

January 2019 to February 2019

Skills

- Host
- Busser
- Waitress
- Busser
- Food Service
- Waitress
- Hostess
- Host
- Expo

Additional Information

- Computer skills: Word, Excel, PowerPoint, Great interacting skills, Food experience, Retail sales experience, Customer Service Skills, Teamwork Skills, Management Skills. Bartending skills.



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 Lyman Simms Date: Dec 23 2019
Home Telephone (816) 4066218 Other Telephone ()
Present Address 7434 E 115-terr
Permanent Address, if different from present address: _____
Email Address lyman14@gmail.com

EMPLOYMENT DESIRED

Position applying for: Expo, Dishwasher Salary desired: \$12.00

Are you currently registered with any staffing and/or employment agencies? If so, please list

Lyneer

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	8am			8am			8AM
PM	8pm			8pm			8pm

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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Colorado Tech. Univ.	online	Current	→
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: Management, Bartending Exp + License, micro word/			

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 Jose Peppers [1667 NE Douglas St] Lee's Summit

Type of Business Restaurant Telephone No. (816) 2469555 Supervisor's Name N/A

Your Position and Duties Server / Busser
Serve tables with a positive attitude, clean table, custodial duties

Dates of Employment: From M. 2018 To J. 2019

Reason for Leaving: Resigned

Name and Address of Employer Silgan Plastics Grandview mo

Type of Business Warehouse Telephone No. () N/A Supervisor's Name N/A

Your Position and Duties Floor Person
Maintenance on machines, also cleaning duties, Packing + shipping

Dates of Employment: From Aug 2018 To Nov 2018

Reason for Leaving: Resigned

Name and Address of Employer The Promise

Type of Business Wedding + Event Telephone No. (913) 3063685 Supervisor's Name Donnetta Watson

Your Position and Duties Manager, Cater, Setup

Dates of Employment: From June 2018 To Aug 2017

Reason for Leaving: Seasonal

Name and Address of Employer _____

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

Your Position and Duties N/A

Dates of Employment: From _____ To _____
Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: N/A

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: Nina Vann Telephone No. (816) 882-7039
Address: N/A
Occupation: Social Worker Relationship: Friend Number of Years Acquainted: 8

Name: Donnetta Watson Telephone No. (913) 306 3685
Address: N/A
Occupation: Wedding + Event Relationship: Mentor Number of Years Acquainted: 5

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

Please Read Carefully, Initial Each Paragraph and Sign Below

L.S 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.

L.S 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.

L.S 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.

L.S 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.

L.S 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 Dec 23 2019

Cashier Test

Score / 15

B 1) A roll of quarters is worth?

- a) \$5.00
- ☒ b) \$10.00
- c) \$15.00
- d) \$20.00

A 2) A roll of dimes is worth?

- ☒ a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- ☒ d) \$2.00

C 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- ☒ c) \$0.50
- d) \$0.25

C 5) What does POS stand for?

- 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 7.850% Lee Summit

C 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?

- a) \$4.06
- b) \$2.06
- ☒ c) \$7.06
- d) \$5.06

B 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?

- a) \$19.50
- ☒ b) \$14.50
- c) \$9.50
- d) \$4.50

D 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?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- ☒ d) \$12.00

A 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) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

Score / 15

(d) \$10, \$20, \$50

d) no need to count

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