

Interview Note Sheet

General

Name: Dennis Williams		Position (s) Applied for: Retail Dirg Associate	
Date: 12/23/14		Referred by: Anthony W.	
Interviewer: Anthony W.		Rate of Pay: 12/23/14	

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

Full-Time	Part-Time
Seeking	

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:
Shift Manager @ MCD. First order ever kept calm.	Does not fight. Talk the point. Reach Agreement.	Notice sure they are satisfied and give extra good service	

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
Food Handler/Server	
Dine/	
Regions Available to Work:	
Availability:	
Acrobat Academy Lead Academy	
Other Languages Spoken:	

Derrion Williams

Grandview, MO

derrionwilli2_b6j@indeedemail.com

I am 19,

Hard worker

Dedicated

Goal oriented

Driven,

I have warehouse experience as well as theatre. I've been a shift manager at McDonald's for 6 months. I have retail experience as well as additional customer service experience, I graduated with a 3.0 from Ruskin high school and started my own dance team my senior year started the trndsttrs. I wrote a poem my senior year over one of Shakespeare's plays and my AP teacher thought it was so brilliant she got it published for the school to read. I have my own apartment currently and planning on going to college.

Work Experience

Shift Manager

McDonald's - Kansas City, MO
March 2016 to Present

Here, I was in charge of the assembly line, pushing food for the drive thru

Warehouse Worker

Silgan Dispensing systems - Grandview, MO
June 2018 to August 2018

I was a machine operator, ensuring that the machines stay running so that we met the shipping deadlines

Education

Ruskin High School - Kansas City, MO
August 2015 to May 2018

High school or equivalent

Skills

- Picker Packer
- Warehouse Associate

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 Debra Williams Date: 12-23-19

Home Telephone (516) 210-2665 Other Telephone (516) 619-5219

Present Address 6113 E 153rd Street

Permanent Address, if different from present address: _____

Email Address debrawilliams@gmail.com

EMPLOYMENT DESIRED

Position applying for: Dining Position Salary desired: \$15

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

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 _____ 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? 12-29-19

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: February 27-28 January 21-22

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	Ruskin High School	
CITY & STATE	Kansas City, MO	
GRADE OR DEGREE	12	
DID YOU GRADUATE?	Yes	

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: I've worked in Hospitals and I've been a manager before

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 McDonalds 9326 Lorneall Road
Type of Business Restaurant Telephone No. (916) 219-3614 Supervisor's Name Lucas
Your Position and Duties Shift Manager

Dates of Employment: From 3/16 To 5/19
Reason for Leaving: Work Dispute

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: _____

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: _____

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: _____

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

Name: <u>Marcia Moses</u>	Telephone No. <u>(916) 589-9641</u>
Address _____	
Occupation: _____	Relationship: <u>Wife</u>
Number of Years Acquainted: <u>4</u>	
Name: <u>Jake's VanSant</u>	Telephone No. <u>(916) 619-5219</u>
Address _____	
Occupation: _____	Relationship: <u>Gifts</u>
Number of Years Acquainted: <u>7</u>	
Name: <u>Mua Loten</u>	Telephone No. <u>(916) 299-6206</u>
Address _____	
Occupation: _____	Relationship: <u>Friend</u>
Number of Years Acquainted: <u>6</u>	

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 [Signature] Date 12-23-19

Cashier Test _____ Score / 15

- 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? B
 a) \$8.00
 b) \$6.00
 c) \$4.00
 d) \$2.00
- 4) A roll of pennies is worth? A
 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? _____
 a) \$4.06
 b) \$2.06
 c) \$7.06
 d) \$5.06
- 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? A
 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

Cashier Test Score / 15

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?

State ID, Passport, DL

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

50