

# Interview Note Sheet Server

Applicant Information	
Name:	Interviewer:
Date:	Rate of Pay:
Position (s) Applied for:	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			
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:
5-6 TABLES 8 top / 10 tops	8-12		CATERED - Service - Banquet - Conventions -

P.O.S. Experience: <input checked="" type="radio"/> Y / N details: _____	
Transportation	Regions Available to work:
Drive	
Certifications (if any)	Availability
FT / HA	
Uniforms Owned:	Recommendations:
<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"/> Acrobat Academy  <input type="checkbox"/> Lead Academy
<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	Other Languages Spoken:

## 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 Eunice White Date: 2/19/2020  
Home Telephone ( ) Other Telephone (816) 832-9492  
Present Address 5216 Franklin Ave  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address ladyeunicewhite@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Server Salary desired: 12.00+

Are you currently registered with any staffing and/or employment agencies? If so, please list  
NO

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?  
ASAP

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		X	X	X	X	X	X
PM		X	X		X	X	

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?
West Tr. Business College	Jackson TN	A.A.S	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		<input checked="" type="checkbox"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="checkbox"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="checkbox"/> 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."		<input checked="" type="checkbox"/> YES	NO
Special: over 20 years of catering and event planning			

**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 John Knox Village

Type of Business Catering Telephone No. (816) 668-3200 Supervisor's Name Jessica John  
Your Position and Duties cater events

Dates of Employment: From 3/2019 To —

Reason for Leaving: N/A

Name and Address of Employer Overland Park Convention Center

Type of Business On-call server Telephone No. (913) 339-3062 Supervisor's Name Tina (HR)  
Your Position and Duties serve guests

Dates of Employment: From 4/2017 To 3/2019

Reason for Leaving: hours

Name and Address of Employer Dr. Alfred White

Type of Business Office Coordinator Telephone No. (816) 392-8738 Supervisor's Name Dr. White  
Your Position and Duties handle administrative tasks

Dates of Employment: From 4/2013 To Now

Reason for Leaving: N/A

Name and Address of Employer Lifesaves EAP

Type of Business Office Coordinator Telephone No. (317) 679-5004 Supervisor's Name Mrs. Helmut

Your Position and Duties handle administrative tasks

Dates of Employment: From 10/2011 To 03/2013  
Reason for Leaving: I got married and moved to Kansas City

Have you ever been fired from any previous place of employment? If so, please explain: No

**MILITARY SERVICE**

Have you obtained any special skills or abilities as the result of service in the military? Yes ☒ No ☐  
If so, describe: admin. skills

**JOB RELATED REFERENCES**

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

Name: Viola Jones Telephone No. (913) 207-2515  
Address P.O. Box 52  
Occupation: retired Relationship: Friend Number of Years Acquainted: 6

Name: Sharon Brown Telephone No. (816) 231-5492  
Address 3805 Bernard Powell Dr  
Occupation: retired Relationship: Friend Number of Years Acquainted: 6

Name: Frankie Kirkendall Telephone No. (316) 619-0984  
Address 4562 Eagle Lake Dr  
Occupation: retired Relationship: Friend Number of Years Acquainted: 6

**Please Read Carefully, Initial Each Paragraph and Sign Below**

EW 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.

EW 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.

EW 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.

EW 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.

EW 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

EW

Date

2/19/2020

Name Erica White

**Servers Test**

Score / 35

**Multiple Choice**

- 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
- C 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
- A 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
- B 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
- A 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

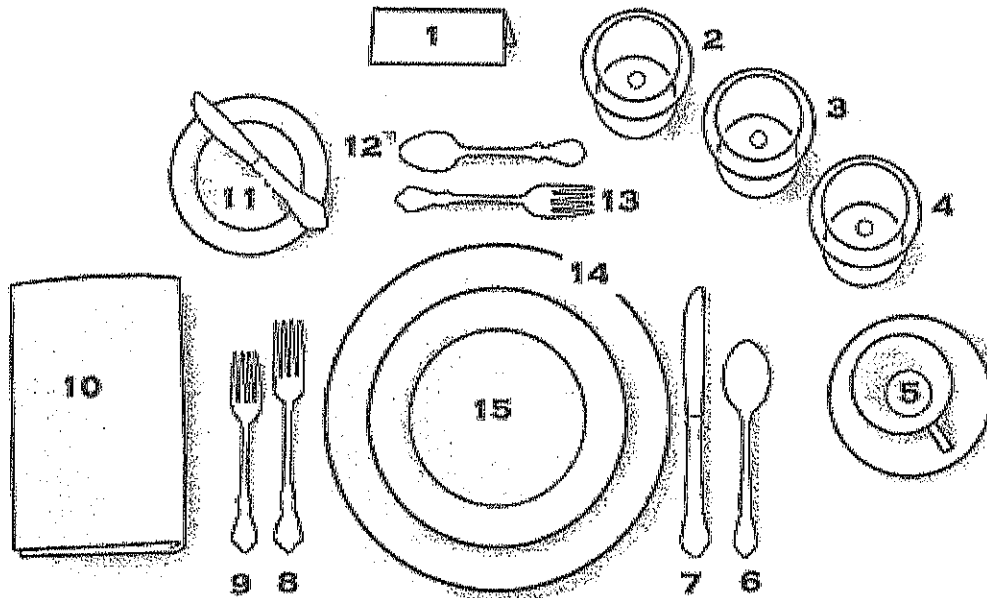
**Match the Correct Vocabulary**

- |                          |  |
|--------------------------|--|
| <u>D</u> Scullery        | <del>A.</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | <del>B.</del> 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>A</u> Chaffing Dish   | <del>C.</del> Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | <del>D.</del> Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | <del>E.</del> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <del>F.</del> Used to open bottles of wine   |
| <u>C</u> Tray Jack       | 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**

<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>3</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>2</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

- The utensils are placed 2 inch inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar, lemon
- Synchronized service is when: serve plate under and synchronized, everything goes at the same time
- What is generally indicated on the name placard other than the name? table
- The Protein on a plate is typically served at what hour on the clock? 5
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
tell your floor captain