

# Interview Note Sheet

## Applicant Information

Name: <u>Megan Conner</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/13/17</u>	Rate of Pay:
Position(s) Applied for: <u>Bartender</u>	Referred by:

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Employee Type
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

Worked as a Behavioral Specialist at Lakeview.  
Loves helping children  
- Seeking bartender.

Total of \_\_\_\_\_ in Food Service/Hospitality

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

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

## Certifications (if any)

TiPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: \_\_\_\_\_

## Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

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OUTSOURCING  
Your Hospitality Staffing Professionals

## 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 Megan Conner Date: 8/15/17  
 Home Telephone (913) 963-2010 Other Telephone ( )  
 Present Address 6639 West 151st Place Overland Park Kansas 66223  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address megan.conner101@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Bartender Salary desired: Open  
 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  From: \_\_\_\_\_ To: \_\_\_\_\_  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral  Name of Referral Beth Merrill 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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AVAILABLE DAILY	Any				afternoon	Any	
AM					evening		
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 YES. 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

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Your Hospitality Staffing Professionals

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

# Megan Conner

Johnson County Community College/International School of Bartending

meganelaine2010@yahoo.com

913 963 2919

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## Summary

N/A

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## Experience

### **Intensive Behavioral Specialist 1 - 3 at Lakemary Center**

June 2014 - July 2017 (3 years 2 months)

I began this position as an Intensive Behavioral Specialist 1 and progressed to an Intense Behavioral Specialist 3 in the time frame that I worked here. As an IBS 3 I was still required to maintain expectations of previous positions (IBS1&2) as well as the new expectations of advanced position.

General position information:

-This position will work with children with developmental disabilities and co-occurring psychiatric diagnosis, in a residential environment. The position includes carrying out treatment plans, behavioral programs, providing technical assistance, completion of functional behavior assessments, and assisting in staff development through a certification process.

Minimum Qualifications:

-Knowledge, Skills, and Abilities:

--Ability to communicate with children having a variation in disabilities.

--Ability to maintain satisfactory attendance at work site.

-- Ability to be flexible and work in different residential and treatment situations to accommodate the disabilities of the child and treatment service needs.

--Ability to establish and maintain therapeutic relationships with children with disabilities and work effectively as a professional in a treatment team effort.

--Provide ongoing communication verbally, in writing and otherwise that reflects an honest and sincere motivation to be accurate and helpful to others.

--Each individual working shall be qualifies by temperament, emotional maturity, judgement, and understanding of residents necessary to maintain the health, comfort, safety, and welfare of individuals placed in psychiatric residential treatment facilities. KDHE PRTF Regulations 28-7-1207(a)

Certifications/License: No state license required.

--Obtained during the first 30-days of employment: Safe Crisis Management, CPR, and First Aid.

**Direct Support Professional at Lakemary Center**

April 2012 - June 2014 (2 years 3 months)

The Behavior Specialist and DSP work independently performing the procedures required in the active treatment and/or support, development, habilitation, and/or rehabilitation of individuals. This position supports individuals served with development disabilities through their daily routines. Support may include physical, social, emotional, and work related needs.

Working at this company I received training in the following: Defensive Driving, Medication Administration, CPR/AED and First Aid, Safe Crisis Management, and MANDT.

# Worked in three different departments of the company and received three pay raises.

# To qualify for DSP 2 promotion; Completed the College of Direct Support (CDS) modules, was in good standing with no former disciplinary actions, and had a satisfactory review on the most recent evaluation.

# Qualified by temperament, emotional maturity, judgment, and understanding of residents necessary to maintain the health, comfort, safety, and welfare of individuals in psychiatric residential facilities.

# Developed the ability to handle high stress situations.

# Recognized by IRS for outstanding documentation.

# Demonstrated the ability to interpret, apply and explain applicable rules and regulations.

# Established and maintained effective working relationships.

# Worked long hours including mandatory overtime when needed.

**Home Health Aide at Comfor Care Senior Svc**

January 2012 - January 2013 (1 year 1 month)

# Monitored patient condition by observing physical and mental condition, intake and output, and exercise.

# Supported patients by providing housekeeping and laundry services; preparing meals and snacks; and running errands.

# Assisted patients by providing personal services, such as, bathing, dressing, and grooming.

# Maintained a safe, secure, and healthy patient environment by following asepsis standards and procedures; maintained security precautions; and followed prescribed dietary requirements and nutritional standards.

# Protected ComforCare agency by adhering to professional standards, home care policies and procedures, federal, state, and local requirements.

**Cashier**

December 2010 - April 2012 (1 year 5 months)

# Handled money and was responsible for the gas station and merchandise.

# Interacted and developed relationships with customers.

# Noted for hard work and reliability; received a pay raise.

**Server at Applebee's Neighborhood Grill + Bar**

September 2008 - December 2011 (3 years 4 months)

# Received trainer status for demonstrating leadership, teamwork, customer service and reliability.

# Developed the ability to interact with customers and their family or friends.

- # Noted for multitasking abilities; frequently referred to as a strong member of the team and was given shifts on busy dining nights.
- # Worked long hours, closing the restaurant several nights a week.
- # Responsible for handling money to other staff members and patrons.

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## Education

### **Johnson County Community College**

Associate's degree, 2017 - 2018

### **International School of Professional Bartending**

Certificate of Completion in Bartending/Mixology, Bartending/Bartender, 2017 - 2017

### **Fort Scott Community College**

General Studies, 2016 - 2017

### **Fort Scott Community College**

Certified Nursing Assistant, Pre-Nursing Studies, 2011 - 2011

### **Johnson County Community College**

2017

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# **Megan Conner**

Johnson County Community College/International School of Bartending

[meganelaine2010@yahoo.com](mailto:meganelaine2010@yahoo.com)

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Contact Megan on LinkedIn



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number:** 2017230125820LR

Report Prepared: 08/18/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Conner

First Name: Megan

Date of Birth: 07/08/1892

Social Security Number: \*\*\*-\*\*3956

Hire Date: 08/15/2017

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 07/08/2019

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/18/2017

Case Submitted By: SGON7369

## SENSITIVE BUT UNCLASSIFIED