

Interview Note Sheet

Applicant Information

Name: <u>Campbell, Nzingha</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>10/27/17</u>	Rate of Pay: <u>9-11</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>O'Real May</u>

Test Scores

Server	<u>29/35</u>	<u>70</u> %	Bartender	<u>/35</u>	%
Prep Cook	<u>/20</u>	%	Barista	<u>/15</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/15</u>	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/16</u>	%

<u>Seeking:</u>
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

Nzingha has a fulltime job during Total of the week in Food Service/Hospitality for the weekend. Nzingha has some server experience, however she is eager to learn more.

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

Transportation

<u>Car</u>	Public Transit	Carpool (Rider / Driver)
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Regions Available to work

<u>Kansas City, KS</u>	<u>Overland Park, KS</u>	<u>Kansas City, MO</u>	Independence, MO
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Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

<u>Open</u>	AM only	PM only	Weekdays only	Weekends only
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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
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?		Other: _____

Other Languages Spoken: _____

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Nzingha Campbell
Email: Nzingha.Campbell
Phone number: 816 368 7163

Working Experience:

Company Name: Centeneix
Dates of Employment: 04-12-2017

Job Responsibility:

- Outbound & inbound calls
- Bank calls
- Make sure the customer happy
- Process loans

Company Name: LinC
Dates of Employment: 08-01-2015

Job Responsibility:

- Teach & make lesson plans
- Manage a classroom of 25+ plus student

Company Name: USA 500 / King of Cash
Dates of Employment: 02-01-2014

Job Responsibility:

- Process loan / Different Accounts
- Took online orders
- Team Building

Skills

- Communication
- Multitasking
- Organization
- Dependability

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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 Nzingha Campbell Date: 10.27.2017
Home Telephone (816) 368-7163 Other Telephone (816) 765-1628
Present Address 26 E 32nd St KC, MO 64111
Permanent Address, if different from present address: 5646 Norton Ave KC, MO 64134
Email Address _____

EMPLOYMENT DESIRED

Position applying for: kny/server Salary desired: _____

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

Are you applying for: Full-time work? Yes ___ No X Part-time work? Yes X No ___

Temporary work, e.g., summer or holiday work? Yes X No ___ From: _____ To: _____

How did you find out about our open position? (Please check fill in proper name of source):

Referral X Name of Referral Rea May Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes X 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		7:00pm			7:00pm	open	open
PM		7:00pm			11:00pm	open	open

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
NO

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ___ No X If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes X No ___ If yes, please state name and relationship
Rea May

If hired, would you have a reliable means of transportation to and from work? Yes X No ___

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X No ___

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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.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Ruskin High	Kansas City, MO	Dipl.	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:			

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 Centeneix
Type of Business call center Telephone No. () Supervisor's Name Alex H.
Your Position and Duties loan opt.

Dates of Employment: From April To Now Weekly Pay: Starting Ending
Reason for Leaving: Still there

Name and Address of Employer YNC
Type of Business Teacher Aid Telephone No. (216) 889-5050 Supervisor's Name Bisc. Tolbert
Your Position and Duties Before and after school care

Dates of Employment: From Aug 2015 To April 2017 Weekly Pay: Starting 10.50/hr Ending 300.00
Reason for Leaving: inbound & outbound calls.

Name and Address of Employer King of Cash
Type of Business Feb 2015 Telephone No. () Supervisor's Name Kim Williams

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Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer Internship Woodley Building Maint.

Type of Business Banking Telephone No. (816) 875-0555 Supervisor's Name Michael M.

Your Position and Duties Internship Old couple in 8th
in news 19 #10 folders etc.

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 0
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: Alexis Holmes Telephone No. (816) 772-2759

Address _____

Occupation: GM Relationship: friend Number of Years Acquainted: 3

Name: Rea May Telephone No. (816) 443-2864

Address N/A

Occupation: Call Center Relationship: Coworker Number of Years Acquainted: 1 yr

Name: Denise Williams Telephone No. (816) 729-6802

Address N/A

Occupation: friend N/A Relationship: friend Number of Years Acquainted: 20

or family

Please Read Carefully, Initial Each Paragraph and Sign Below

X 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.

X 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.

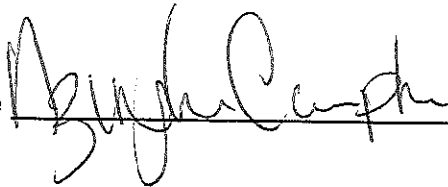
X I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

X 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.

X 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

10-27-17

Name

Nyngma Campbell

Servers Test

Score 24/35

Multiple Choice

70%

- B 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
- d 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
- C 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
d
- 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 | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | <u>X</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>A</u> Chaffing Dish | <u>X</u> Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | <u>X</u> Area for dirty dishware and glasses |
| <u>G</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>X</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 |



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017301170141WF

Report Prepared: 10/28/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: campbell

First Name: nzingha

Date of Birth: 01/04/1992

Social Security Number: *** ** 5180

Hire Date: 10/27/2017

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: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 01/04/2022

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/28/2017

Case Submitted By: SGON7369

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