

Interview Note Sheet

Applicant Information

Name: Cortney R. Campbell

Date: 3/9/18

Interviewer: Steven Gonzalez

Position (s) Applied for:

Server, Houseman

Rate of Pay:

Referred by:

Test Scores

Server	<u>19</u> /35	%	Bartender	<u> </u> /35	%
Prep Cook	<u> </u> /20	%	Barista	<u> </u> /15	%
Grill Cook	<u> </u> /40	%	Cashier	<u> </u> /15	%
Dishwasher	<u> </u> /10	%	Housekeeping	<u>10</u> /16	%

Seeking:

☒ Full-Time

☐ Part-Time

Relevant Experience & Summary of Strengths

Cortney is experience in serving and Housekeeping.

- Midland
- Bartle Hall
- Kemper Union
- Sprint Center

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:



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 Cortney Campbell Date: 3-9-18
 Home Telephone (816) 519-9273 Other Telephone () _____
 Present Address 3300 ne Ak.in #735 lee Summit Mo 64064
 Permanent Address, if different from present address: _____
 Email Address Cortney94@gmail.com

EMPLOYMENT DESIRED

Position applying for: The available position Salary desired: _____

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: Open To: Open

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? available

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		<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	
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 _____. 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

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?
Job Corps	Excelsior Springs		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 Midwest Concrete

Type of Business Concrete Telephone No. (816) 246-8873 Supervisor's Name Randy

Your Position and Duties Concrete Work

Dates of Employment: From 2/16 To 2/18

Reason for Leaving: no reason

Name and Address of Employer Lithko Contracting

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

Your Position and Duties Concrete Work

Dates of Employment: From _____ To _____

Reason for Leaving: moved out of town

Name and Address of Employer Midland Theater

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Your Hospitality Staffing Professionals

Type of Business Set-up Telephone No. () Supervisor's Name John Hawes
Your Position and Duties Housekeeping supervisor

Dates of Employment: From 1/10 To 1/15

Reason for Leaving: Low wages

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?
If so, describe:

Yes No ☒

JOB RELATED REFERENCES

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

Name: Belinda Chappell Telephone No. (816) 612-0278

Address 9009 E 88th Terrace KCMO 64138

Occupation: house Relationship: friend Number of Years Acquainted: 6

Name: Robert Mcneaney Telephone No. (816) 915-0438

Address

Occupation: Construction Relationship: friend Number of Years Acquainted: 20+

Name: Dean Lloyd Telephone No. (816) 786-3210

Address 3335 Agnes

Occupation: Construction Relationship: friend Number of Years Acquainted: 20+



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

Date

3-9-18

Cortney R. Campbell
2280 NE Town Centre RD #804
Lees Summit, MO 64064
Cell: 816-519-9976
Cortney94@gmail.com

Objective:

My main objective is to become a part of this organization that strives to help and to demonstrate a better and safer direction in life. Also to start a career doing something that I enjoy doing.

Professional Experience:

- Housekeeping and changeover supervisor at the midland theater
- I have 4 years of experience in changing events over and also maintaining a building.
- Documented and managed the inventory control system in the computer
- Conducted routines checks on the arriving shipments against their bill of lading and invoices
- Received orders and unloaded the packages
- Responsibility for quality control of the products and goods
- Skilled in heating and cooling, electrical work, construction, freight elevator technical work, stage hand work, and also plumbing.
- Computer skills, word processor, and excel and also computer charting to ensure accuracy and patient confidentiality
- Landscaping, supervised a 10 man crew while cutting and trimming residents yard also was responsible for making sure that equipment was properly working.
- Warehouse, unloaded and loaded trucks while lifting 75-95 pounds within a 1 minute window. Operated a sit down forklift in -0 degreez weather for 5 hours 4 nights a week.
- I have 5 years experience in concrete work. I have layed out footing and dug footings for 3 years almost daily. I have set forms for slabs and retaining walls
- I have done residential and commercial concrete.

Skills and abilities:

- Ability to prioritize tasks
- Hardworking and Reliable
- Ability to communicate both in person and by telephone
- Ability to write reports and maintain records
- Ability to develop and distribute information materials concerning related issues
- Ability to safely handle loading and unloading equipments
- Ability work with heavy machinery
- Ability to run any excavator and also any skid steer or man lift

Work Experience:

- Midland Theater Housekeeping\changeover at 4\2008-10\2012
- Workers Temp where I worked at: 1\2006-1\2008
Kemper arena

Type to enter text

Hale arena
Bartle Hall
Sprint Center
Ace image wear (warehouse)
Ace image wear costumer service representative (route driver)
Lithko contracting (concrete)
Midwest concrete
Freement LLC (concrete)

Education:

High school Westport high 2007
Job Corps Excelsior Springs

Volunteer:

- 20 + hours at Aim for Peace Oct 2012

Reference:

Jon Hawes- the midaland by amc 816-283-9900
Deron Lloyd-8167863210 Freement LLC

Marquell harris Aim 4 Peace thru the City of Kansas city 816-513-7915

Paul Van Der Vest Ace Image Wear 816-716-6716

Type to enter text

Name: Courtney Campbell

Housekeeping Test

Score 10/14

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - ☒ e) All of the above
2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - ☒ e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Floors Daily/ Weekly
 - b) Toilets and latrines Daily/ Weekly
 - c) Carpets in guest rooms Daily/ Weekly
 - d) Carpets in offices Daily/ Weekly
 - e) Soiled linen Daily/ Weekly
6. The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - ☒ c) Sweeping, mopping and dusting
 - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
 - a) Leave it for someone else to clean- up
 - b) Wait until the end of your shift to clean it
 - ☒ c) Flag the spill and clean it up immediately
 - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
 - ☒ a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on- duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
 - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?

Call manager and tell the customer
10. What do you do if you find Lost and Found items in a guest rooms?

Tell the client
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant is stronger than a
cleaning solution

Name Courtney Campbell
Score 19 / 35

Servers Test

Multiple Choice

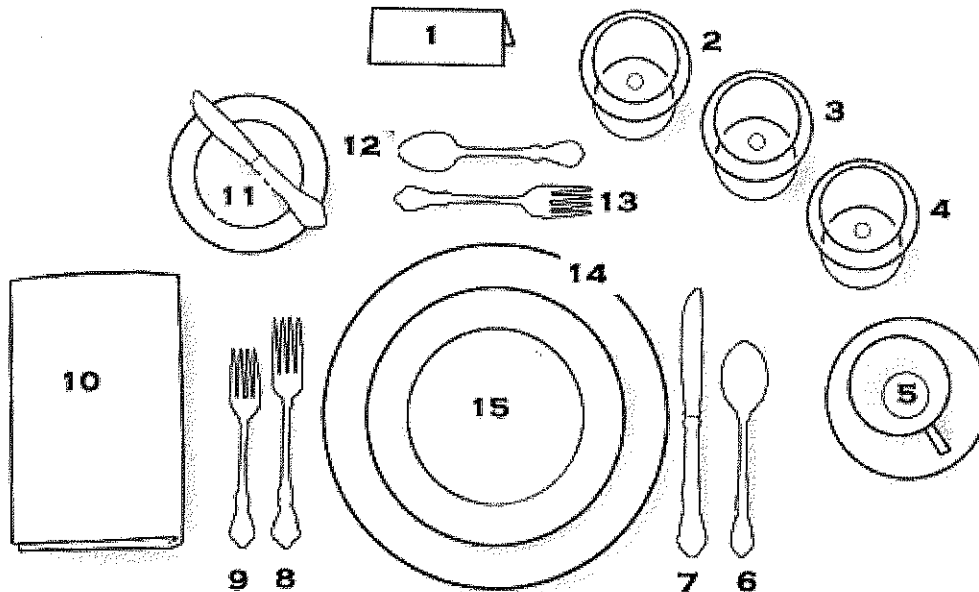
- B 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- C 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
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
- B 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
- A 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
- D 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>E</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>B</u> Queen Mary | B. 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>D</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | D. Area for dirty dishware and glasses |
| <u>A</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>L</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name Courtney Campbell
Score 19 / 35

Servers Test



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>9</u> | Dessert Fork | <u>13</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>4</u> | Wine Glass (White) |
| <u>2</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 6" inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar Cream
- Synchronized service is when: _____
- What is generally indicated on the name placard other than the name? Number of table
- The Protein on a plate is typically served at what hour on the clock? _____
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Tell Manager



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018068155825RH

Report Prepared: 03/09/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Campbell

First Name: Cortney

Date of Birth: 07/30/1988

Social Security Number: *** ** 3426

Hire Date: 03/09/2018

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: 07/30/2021

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 03/09/2018

Case Submitted By: DZAM1545

Closed On: 03/09/2018

Closed By: DZAM1545

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED