

## Interview Note Sheet

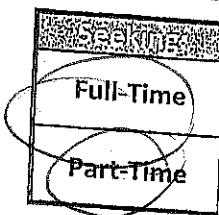
### Applicant Information

Name: Cortney R. Campbell  
 Date: 3/1/15  
 Position (s) Applied for:  
 Server, Houseman

Interviewer: Steven Gonzalez  
 Rate of Pay:  
 Referred by:

### Test Scores

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



### Relevant Experience & Summary of Strengths

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

Cortney is experience in serving and Housekeeping.

- Midland
- Bartle Hall
- Kemper Union
- Sprint Center

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

### Transportation

Car

Public Transit

Carpool ( Rider / Driver )

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:

None



## 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) 514-9273 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.)

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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) 244-8873 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 Diced  
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 Hayes  
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? 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: Belinda Chappell Telephone No. (816) 612-0278

Address: 9009 e 83<sup>th</sup> Avenue KCMO 64138

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

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

Address: \_\_\_\_\_

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

Name: Ocean 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](mailto: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
- Workers Temp where I worked at:  
Kemper arena

4\2008-10\2012  
1\2006-1\2008

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: Cortney Campbell

Score 10/14

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
  - When handling disinfectant solutions
  - When cleaning guest rooms
  - When handling soiled linen
  - When handling or disposing of waste
  - All of the above
2. Which of the following should be cleaned daily?
  - Chairs, lamps, and tables
  - Tabletops, bed, and handrails
  - Grab bars, light, tops of doors and counters
  - Floors, sinks, toilets, and latrines
  - 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.
  - Floors
  - Toilets and latrines
  - Carpets in guest rooms
  - Carpets in offices
  - Soiled linen

Daily/ Weekly  
 Daily/ Weekly  
 Daily/ Weekly  
 Daily/ Weekly  
 Daily/ Weekly
6. The best way to clean the floors:
  - Scrubbing
  - Dry sweeping and dusting
  - Sweeping, mopping and dusting
  - Wet mopping
7. What should do if you spill liquids or see a liquid spill?
  - Leave it for someone else to clean- up
  - Wait until the end of your shift to clean it
  - Flag the spill and clean it up immediately
  - Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - Find the janitor on- duty and ask him to clean it up
  - Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - 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

## Servers Test

B

### Multiple Choice

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 dinning 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

E Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

B 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)

D Chaffing Dish

C. Used to hold a large tray on the dining floor

G French Passing

D. Area for dirty dishware and glasses

A Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

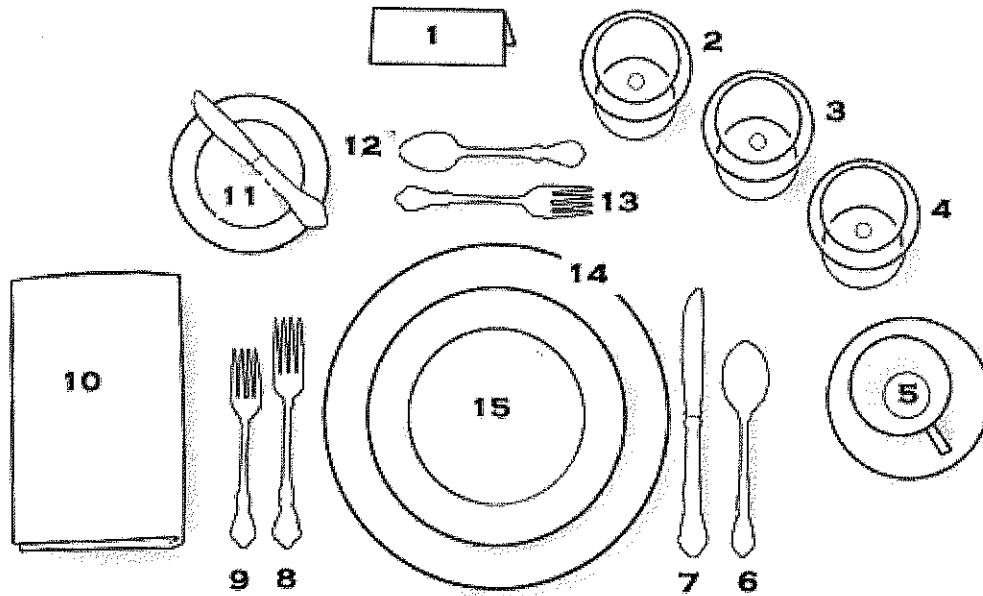
F. Used to open bottles of wine

C 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>6</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**

1. The utensils are placed 6 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar Cream
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? Number of table
5. The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
6. 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 List C Document: Social Security Card  
putting possession

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