

# Interview Note Sheet

Applicant Information	
Name: <u>Cortez R. Hayes</u>	Interviewer: <u>Steven G</u>
Date: <u>4/17/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Server</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

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

## Relevant Experience & Summary of Strengths

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

Cortez R. Hayes - working part-time on the weekend, he interested to learn how to serve.

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>	Overland Park, Kansas	<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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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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**Cortez R. Hayes'III**  
3718 Bryant Circle  
Kansas City, KS 66102  
913-703-2830  
Cortezhayes101@gmail.com

**Objective:** Self motivated individual who posses the ability to multi-task, can bring to your organization enthusiasm, dedication, resonsibility, and a good ethic combined with a desire to utilize my leadership, service, and communication skills while being committed to the assisting and support of others while maintaining a cheerful, helpful and positive attitude.

- Skills; Internet Explorer, E-Mail, MS Word, Power Point, MS office XP, Internet Research

**Experience:** SunOpta Edwardsville, KS  
**Production Worker** 2016 to 2018

- Palletizing
- Putting bags of SunOpta "Great Value" Wal-Mart choice fruit into boxes.
- Breaking down the fruit into the Hopper
- Used the Electric pallet jack to transport materials from cold storage warehouse to the dry side warehouse.
- Clean, maintain a safe work environment, and help other co workers when in need of assistance.

FedEx Lenexa, KS  
**Package Handler** 2014 to 2015

- Loaded and Unloaded trailers
- Used scan gun to scan in special package Orders
- Maintain a safe work environment and assisted co workers with help when in need.

KU Med Hospital Kansas City, Missouri  
**Central Transport** 2012 to 2013

- Prioritized request for transport within the medical complex and notifies next available transport.
- Communicates changes or additional information about a transport to transporters and the receiving department.
- Assisted Transporters with the location of equipment needed for patient transport.
- Assisted with training new department employees.
- Transport patients from the surgery unit to the patient's room by bed, wheelchair, or cart, also discharged patients by wheelchair to the lobby or to their vehicle.

**Education:** Raytown South High  
Diploma

Raytown, MO  
2009-2010

**References:** Price Wright, (816)446-8253  
Janel Feilds, (816)921-3164  
Sheila Wilson, (913)788-8740 Ext.8

## 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 Cortez Richard Hayes III Date: 4-17-18  
 Home Telephone ( ) \_\_\_\_\_ Other Telephone (913) 703-2830  
 Present Address 3718 Bryant Circle Kansas city, Kansas 66102  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address CortezHayes25@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Banquet Server Salary desired: 12.00  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
Yes, PenDay2 Staffing  
 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? 4-18-18

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>Afternoon</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>
PM	<u>close</u>	<u>close</u>	<u>close</u>	<u>close</u>	<u>close</u>	<u>close</u>	<u>close</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
May 27<sup>th</sup>, Sunday, my birthday\*

### 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?
Raytown South High	Raytown, MO	Diploma	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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: Word, Power Point, forklift, electric pallet jack			

## 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 SumOpter  
Type of Business Warehouse Telephone No. ( ) \_\_\_\_\_ Supervisor's Name Jesús Hernández  
Your Position and Duties Production worker

Dates of Employment: From Jul, 2016 To Feb, 2018

Reason for Leaving: Seeking for better opportunity

Name and Address of Employer KU Med Hospital

Type of Business Hospital Telephone No. ( ) \_\_\_\_\_ Supervisor's Name Rachel

Your Position and Duties Central Transport: Assisted patients by transporting them by cart, bed, wheelchair to surgery or lobby.

Dates of Employment: From Jan, 2012 To Dec, 2013

Reason for Leaving: Seeking for better opportunity, school

Name and Address of Employer FedEx

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Type of Business Wholesale Telephone No. ( ) Supervisor's Name Robert Lyn  
Your Position and Duties Load and unload trucks

Dates of Employment: From Feb, 2014 To Sep, 2015

Reason for Leaving: Temp / Seasonal

Name and Address of Employer Gap Outlet

Type of Business Retail Telephone No. ( ) Supervisor's Name Shaleisha

Your Position and Duties Cashier, fitting room, greeter, customer service and help/save customers for their needs

Dates of Employment: From Jan, 2014 To Dec, 2015

Reason for Leaving: seeking for better opportunity / Career Change

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?  
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: De'wan Wilkes Telephone No. (913) 787-1046

Address \_\_\_\_\_

Occupation: SumOpta Relationship: Coworker Number of Years Acquainted: 3

Name: Gap outlet / Sheila Telephone No. (913) 788-8740

Address \_\_\_\_\_

Occupation: Retail / Customer service Relationship: Manages Number of Years Acquainted: 1 yr

Name: Keith Newton Telephone No. (816) 858-2420

Address \_\_\_\_\_

Occupation: XV Hospital Relationship: Lead Number of Years Acquainted: 3

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

CH 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.

CH 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.

CH 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.

CH 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.

CH 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

4-17-18

Name Cortez R. Hayes III  
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
- 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
- D 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**

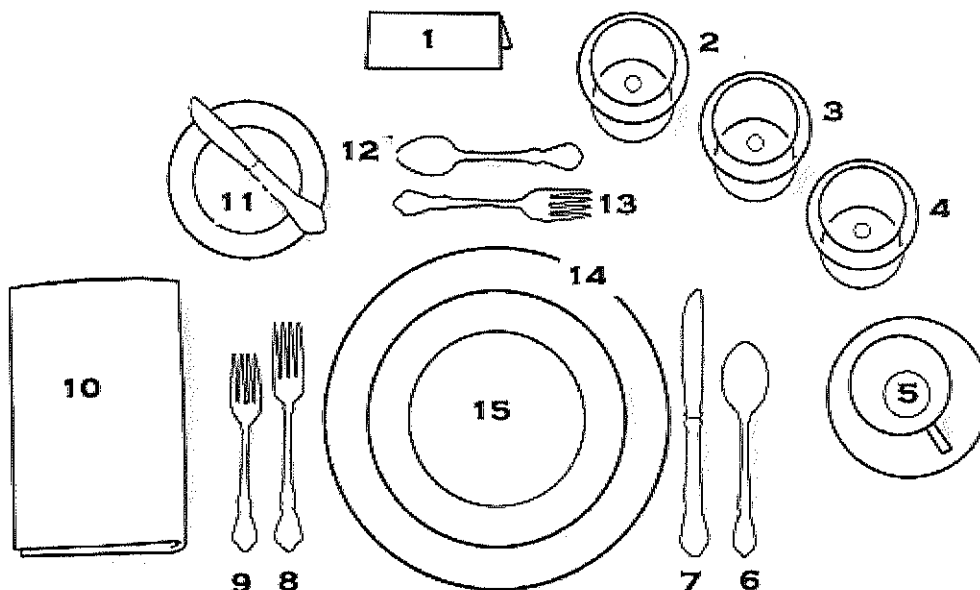
- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | <del>A</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | <del>B</del> Style of service where food is prepared or served individually at the 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       | <del>G</del> Style of dining in which the courses come out one at a time  |



Name Cortez R. Hefes

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

**Fill in the Blank**

- The utensils are placed 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream and Sugar
- Synchronized service is when: All plates are served at the same time.
- What is generally indicated on the name placard other than the name? Choice meal
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Tell the lead chef, banquet manager



## Case Verification Number: 2018114191558HY

Report prepared: 04/24/2018

### Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### Employee Information

**Name:** Cortez Hayes

**Date of Birth:** 05/27/1992

**U.S. Social Security Number:** \*\*\*-\*\*-9135

**Employee's First Day of Employment:**  
04/24/2018

**Citizenship Status:** U.S. Citizen

### Document Information

**List B Document:** ID card issued by a U.S. federal, state or local government agency

**List C Document:** Social Security Card

### Case Information

**Current Case Result:** Closed

**Case Submitted By:** Diana Zamora

**Reason for Closure:** Employment Authorized  
Auto Close