

# Interview Note Sheet

Applicant Information	
Name: <u>Kortnee Lesueur</u>	Interviewer: <u>Anthony W.</u>
Date: <u>4/31/19</u>	Rate of Pay:
Position (s) Applied for: <u>CASHIER</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	<u>14</u> /15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p><u>customer service - 10 years</u></p> <p><u>Med - Manager - 5 years</u></p> <p><u>Dollar Tree - 2 years</u></p> <p><u>Johnny C's - Sandwich maker prep</u></p> <p>Total of _____ in Food Service/Hospitality</p>
<p>P.O.S. Experience: <u>Y</u> / N details: _____</p>

Transportation
<p>Car <u>Public Transit</u> Carpool ( <u>Rider</u> / Driver )</p>
Regions Available to work:
<p>Kansas City,KS Overland Park,Kansas Kansas City,MO Independence,MO <u>ALL</u></p>
Certifications (if any)
<p>TIPS Serv-Safe LEAD Other <u>FA</u> <u>Will Submit</u></p>
Availability
<p>Open AM only PM only Weekdays only Weekends only</p>
Details:
Uniforms Owned:
<p>Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie</p> <p>Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: _____</p>
<p>Would you recommend this applicant for Acrobat Academy? Convention Candidate? Other Languages Spoken:</p>

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Kortnee Le Sueur

Email: AKH101@ESPRESSOgmail.com

Phone number: 415-244-2444

Refer to application.  
Working Experience:

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

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- 
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Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

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Skills

- 
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-



- B. 1) A roll of quarters is worth?  
a) \$5.00  
b) \$10.00  
c) \$15.00  
d) \$20.00
- A. 2) A roll of dimes is worth?  
a) \$5.00  
b) \$4.00  
c) \$3.00  
d) \$2.00
- D. 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00
- A/C. 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
c) \$0.50  
d) \$0.25
- C. 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
c) Point of sales  
d) People over service
- 6) What is the current sales tax rate in your city 15%?
- C. 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
c) \$7.06  
d) \$5.06  
$$\begin{array}{r} 1.25 \\ 0.90 \\ 0.79 \\ \hline 2.94 \\ 10.00 \\ \hline 7.06 \end{array}$$
- B. 8) A customer buys two shirts for \$10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
b) \$14.50  
c) \$9.50  
d) \$4.50  
$$\begin{array}{r} 10.50 \\ 10.50 \\ 7.25 \\ 7.25 \\ \hline 35.50 \\ 50.00 \\ \hline 14.50 \end{array}$$
- D. 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
c) \$10.00  
d) \$12.00  
$$\begin{array}{r} 3.75 \\ 4.25 \\ \hline 8.00 \\ 20.00 \\ \hline 12.00 \end{array}$$
- A. 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
a) \$78.50  
b) \$58.50  
c) \$38.50  
d) \$28.50  
$$\begin{array}{r} 3.75 \\ 3.75 \\ 1.25 \\ 1.25 \\ 2.50 \\ 2.50 \\ 3.25 \\ 3.25 \\ \hline 28.50 \\ 100.00 \\ \hline 71.50 \end{array}$$

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases?

21 years of age

14) What are the acceptable forms of ID for alcohol purchases?

MOI (State Identification)

15) How many \$20 bills are in a bank band?

\$2.00 worth

100  
\$2000

## 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 KATHLEEN MONAGHAN SWEET Date: 4/8/19  
Home Telephone (816) 240-2404 Other Telephone \_\_\_\_\_  
Present Address 6218 E. LINWOOD BLVD, APT. 10, RCMO, 64124  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address 11HORMYHHSprings@gmail.com

### EMPLOYMENT DESIRED

Position applying for: CASHIER Salary desired: \$10.00/Hr.  
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 WMA-IN 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 AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM							

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 ☒ 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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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.)

~~Do Not Apply~~ ~~DO NOT APPLY~~

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?
EVERETT COLLEGE	EVANSTON, IL	CERTIFIED	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: BUSINESS MANAGEMENT, HOTEL AND LODGING CERTIFICATE			

## 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	JIMMY C'S		
Type of Business	RESTAURANT	Telephone No.	(816) 531-1100
Your Position and Duties	SALAD MAKER, PREP WORK, CLEANING LOBBY, CASHIER		
Dates of Employment: From	01/18	To	3/19
Reason for Leaving:	NEEDED MORE HOURS ELIGIBLE FOR RENT		
Name and Address of Employer	DOLLAR TREE		
Type of Business	STORE	Telephone No.	(816) 474-5000
Your Position and Duties	CASHIER / STOCKER		
Dates of Employment: From	10/16	To	4/18
Reason for Leaving:	HE INJURED ON JOB ELIGIBLE FOR RENT		
Name and Address of Employer	HENRY WURST		

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Type of Business WAFENHOUSE Telephone No. 810 851-1001 Supervisor's Name John D. Dineley  
Your Position and Duties WAFENHOUSE ASSOCIATE ASSEMBLY

Dates of Employment: From 6/14 To 11/10

Reason for Leaving: Temporary through Dine (Source)

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: LATIA JACKSON Telephone No. (314) 1003-1948

Address: 4119 ASHBOURNE CROSSING LANE 03138

Occupation: CLAIMS REP Relationship: EX-SUPERVISOR Number of Years Acquainted: 8

Name: DEBORAH GRANT Telephone No. (314) 480-2987

Address: 2121 HOGA AVE ST. LOUIS, MO, 03136

Occupation: BUS OPERATIONS Relationship: COUNSELOR Number of Years Acquainted: 6

Name: JONATHAN BROWN Telephone No. 810, 474-5604

Address: 118 E 9TH ST, KCMO, 04100

Occupation: CAREER SPECIALIST Relationship: " " Number of Years Acquainted: 5

**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.

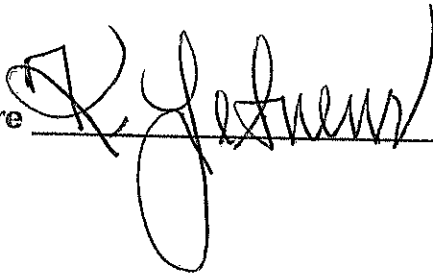
X I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

4/8/19