

Interview Note Sheet

Applicant Information

Name: <u>Lanita Lewis</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/17/17</u>	Rate of Pay:
Position (s) Applied for: <u>Housekeeping</u>	Referred by:

Test Scores

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

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Seeking Housekeeping job.
Lanita has housekeeping experience
open Availability-

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

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

First and Last Name: Lanita Lewis
Email: nita.patterson25@gmail.com
Phone number: (816) 522-2269

Working Experience:

Company Name: Netstaff
Dates of Employment: July 14' - June 16'

Job Responsibility:

- Making beds
- Changing sheets
- taking out trash
- mopping and dusting.

Company Name: Price Chopper
Dates of Employment: June 16' - Sept 16'

Job Responsibility:

- Checking out customer
- Restocking shelves
- cleaning bathroom
- sweeping floor.

Company Name: Allied staffing
Dates of Employment: Jan 17' - May 17'

Job Responsibility:

- Putting items in correct spot
- Making sure name are on right spot.
-
-

Skills

-
-
-
-

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 Lanita Lewis Date: 8/17/17
 Home Telephone (816) 522-2209 Other Telephone ()
 Present Address 3433 Holmes St Apt 7 Kansas city Mo
 Permanent Address, if different from present address: _____
 Email Address nitapatterson25@gmail.com

EMPLOYMENT DESIRED

Position applying for: House keeping Salary desired: 9.50
 Are you currently registered with any staffing and/or employment agencies? If so, please list
Allied, AllTeam, Netstaff
 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 Update 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? ASAP

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 All week</u>						
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? May 16'
 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

Your Position and Duties Putting items in correct spot and making sure nothing gets broken.

Dates of Employment: From Jan 17 To May 17 Weekly Pay: Starting \$11.00 Ending \$11.00

Reason for Leaving: Still work when have some.

Name and Address of Employer Sun Fresh

Type of Business Grocery Store Telephone No. () Supervisor's Name Bob

Your Position and Duties checkin out customers and making sure they have everything.

Dates of Employment: From May 17 To Aug 17 Weekly Pay: Starting 8.00 Ending 8.00

Reason for Leaving: Day check was short.

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? 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: Emmett Williams Telephone No. (816) 6681467

Address 7004 Myrtle Ave.

Occupation: Retired truck driver Relationship: Close family friend Number of Years Acquainted: 18

Name: Michelle Wade Telephone No. (816) 756-4771

Address 4100 ~~Box~~ Boles

Occupation: Manager Relationship: Old manager Number of Years Acquainted: 6

Name: Cassie Patterson Telephone No. (816) 679-2832

Address 7804 Elm Rd

Occupation: Cashier Relationship: Co-worker Number of Years Acquainted: 3

Name: Kanita Lewis

Score 10/14

Housekeeping Test

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 for arrangee.

10. What do you do if you find Lost and Found items in a guest rooms?

Take it down to the manager.

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

disinfectant kills germs cleaning solution just cleans the area.