

# Interview Note Sheet

Applicant Information	
Name: <u>Jessica Thomas</u>	Interviewer: <u>Sheryl Padilla</u>
Date: <u>7/19/16</u>	Rate of Pay:
Position (s) Applied for: <u>Housekeeper.</u>	Referred by:

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

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

## Relevant Experience & Summary of Strengths

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

- Has experience in housekeeping  
- worked at other hotels.

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

<u>Car</u>	Public Transit	Carpool ( Rider / Driver )
------------	----------------	----------------------------

## Regions Available to work:

SF City	SF North	SF Peninsula	East Bay	Outer East Bay
San Jose	South San Jose	SJ Peninsula	<u>Houston.</u>	

## Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
------	-----------	------	-------------	-------------

## Availability

<u>Open</u>	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: <u>Housekeeping</u>

Would you recommend this applicant for Acrobat Academy? <u>YES</u>	Convention Candidate?	Other Languages Spoken: <u>NO</u>
--	-----------------------	-----------------------------------

Jessica Thomas,  
13502 Nothborough dr Apt724,  
houston,tx 77067,

281-315-0804.

**Objective:**

To obtain a responsible position as a housekeeper.

**Professional Experience:**

**The Broadway Nursing Home** Feb-2011\ July-2014

Responsibilities include management, cleanliness and upkeep of rooms and public areas. Responsible for guest and housekeeping of entire departments. Supervise laundry and cleanliness. Purchase food and equipments. Manage the drivers and other required staff. Supervise parties and dinners with the chef. Coordinate between housekeeping crew and other staff.

- Responsible to maintain the housekeeping daily activities.
- Vacuum all rooms including behind furniture clean carper, dusts and cleaning bathrooms.
- Maintained list of vacancy rooms ready to clean.
- Ensured standards of guest rooms.
- Solved guest problems to exceed customer expectations.
- Provided training to new employees, given monthly safety training, and effectively preventing injuries.
- Communicated effectively with all nursing home departments for all guests.

**HAMPTON INN HOTEL**

August-2014\June-2016

Responsibilities include direct report to executive housekeeper. Assist in control and direct housekeeping operations. Direct associates of housekeeping department. Responsible for overall function areas of laundry, landscape and public area.

**Skills:**

- Responsible to maintain the housekeeping daily activities.
- Vacuum all rooms including behind furniture clean carper, dusts and cleaning bathrooms.
- Maintained list of vacancy rooms ready to clean.
- Ensured clean uniforms and maintain positive working relationships to the guests.
- Ensured standards of guest rooms.
- Solved guest problems to exceed customer expectations.
- Provided training to new employees, given monthly safety training, and effectively preventing injuries.
- Communicated effectively with all hotel departments for all guests.

- Pleasing personality with the capability of arrangements and execution of the successful parties.
- Changing the blankets and sheets on the beds everyday
- Cleaning 16-25 rooms a day
- Cleaning the lobby area

**Education:**

H.L.B HIGH SCHOOL

GRAUDATE IN 2011

**Reference:**

YAMON BENETT

MANGER

HAMPTON INN HOTEL

KEYSHA GRAY

MANAGER

THE BROADWAY NURSING HOME

Name: Jessica L.

Score /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? X
  - 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 X
  - 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?

Don't allowed them to go back and disinfect the whole room.
10. ✓ What do you do if you find Lost and Found items in a guest rooms?

Bring it to the front desk are in a lost and found basket if it has one.
11. ✓ Describe the difference between a disinfectant and a cleaning solution?

disinfectant is to clear bacteria  
cleaning solution removes visible debris dirt and dust  
disinfectant will kill the microscopic organisms and



## Employment Application

816-501-9067

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 Jessica Thomas Date: 7/19/16  
Home Telephone ( 281 ) 315 0804 Other Telephone (      )       
Present Address       
Permanent Address, if different from present address:       
Email Address Jess Thom 1993@gmail.com

### EMPLOYMENT DESIRED

Position applying for: housekeeping Salary desired: \$9.00 - \$10.00  
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      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? 7/20/16

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>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>
PM	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>

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 ☐

# Acrobat

outsourcing  
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 the San Francisco Fair Chance Ordinance, 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?
HCB High School		3.	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".			
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 X If so, may we contact your current employer? Yes\_\_\_ No\_\_\_

Name and Address of Employer The Broadway

Type of Business Nursing Home Telephone No. ( ) Supervisor's Name Keysha Gray

Your Position and Duties Housekeeper

Dates of Employment: From 2/11 To 7/14 Weekly Pay: Starting \$9.00 Ending 10.00

Reason for Leaving: moved

Name and Address of Employer Hampton INN hotel

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

Your Position and Duties Housekeeper / Laundry

Dates of Employment: From 8/14 To 6/16 Weekly Pay: Starting 8.00 Ending 9.50

Reason for Leaving: argument with a coworker. that didn't like me from some thing that happen at home.

Name and Address of Employer

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 X  
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: Yamon Bennett Telephone No. ( 202 ) 252-5821 281 315-0518

Address \_\_\_\_\_

Occupation: Manager Relationship: 2 Number of Years Acquainted: 2

Name: Keisha Gray Telephone No. ( 504 ) 339-5453

Address \_\_\_\_\_

Occupation: Manager Relationship: \_\_\_\_\_ Number of Years Acquainted: 2

Name: [Signature] Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_



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

JT

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.

J.T

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.

J.T

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.

J.T

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.

J.T

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**

Jessica A.

**Date**

7/28/16