

# Interview Note Sheet

## Applicant Information

Name:	Jessica Thomas		Interviewer:	Shayse Pechito	
Date:	7/19/16		Rate of Pay:		
Position (s) Applied for:	Housekeeper.		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

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

- Has experience in housekeeping
- worked at other hotels.

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

## Transportation

Car

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

Houston.

## 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: Housekeeper

Would you recommend this applicant for Acrobat Academy?

YES

Convention Candidate?

Other Languages Spoken:

NO

Jessica Thomas,  
13502 Northborough 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 carpet, 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 carpet, 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

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?

Dont 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 clean bacteria

Cleaning Solution removes visible debris dirt and dust  
disinfectant will kill the microscopic organisms

## 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 ( 816 ) 315 0804 Other Telephone (    )     
 Present Address     
 Permanent Address, if different from present address:     
 Email Address Jess.Thomas1993@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>						
PM	<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

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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 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".		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 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 Keisha 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 something that happen at home.

Name and Address of Employer

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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   
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. (\_\_\_\_) 281 315-0518

Address \_\_\_\_\_

Occupation: Manager Relationship: 8 Number of Years Acquainted: 2

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

Address \_\_\_\_\_

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

Name: Dh Telephone No. (\_\_\_\_)

Address \_\_\_\_\_

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

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

J.T

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

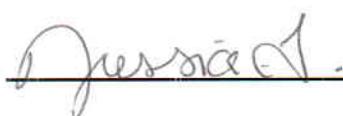
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

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



Date

7/18/16