

Interview Note Sheet

Applicant Information

Name: <i>Yoseanne Salmon</i>	Interviewer: <i>Cladra Mark</i>
Date: <i>7-20-16</i>	Rate of Pay: <i>9.50</i>
Position (s) Applied for: <i>Housekeeping</i>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	<i>78</i> %

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of 3 in Food Service/Hospitality

Has Housekeeping experience.
Has also worked in hospitals

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	<i>Weston</i>

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?
yes

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: Yoljeanne Farlow
Email: Yoljeanne.Farlow@yahoo.com
Phone number: 985-259-3267

Working Experience:

Company Name: C9Q Tares
Dates of Employment: 02/12 / Now
Job Responsibility:

- - answering phones
- - filling papers
- - making copies

Company Name: Slidell memorial
Dates of Employment: 04/14 07/14
Job Responsibility:

- - making trays for patients
- - bring trays to rooms
- - cleaning food area
- - picking up old trays

Company Name: Launita Inn
Dates of Employment: 04/11/14 07/14
Job Responsibility:

- - making ~~beds~~ beds
- - mopping
- - sweeping
- - cleaning rest rooms.

Skills

- - Great people skills
- - Hard working.
- -

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 Yoljeanne Farlow Date: 7.20.14
 Home Telephone (913) 259 3267 Other Telephone () _____
 Present Address 2502 Webster St #311
 Permanent Address, if different from present address: _____
 Email Address YoljeanneFarlow@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Cook Salary desired: open

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 McAuley's ACROSS 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	5-2	5-2	5-2	5-2	5-2	5-2	5-2
PM	5-2	5-2	5-2	5-2	5-2	5-2	5-2

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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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?
Lamar High School	Houston TX	12	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 ✓ If so, may we contact your current employer? Yes No

Name and Address of Employer CEA Taxes

Type of Business _____ Telephone No. (832) 564-6300 Supervisor's Name Christal Dillard

Your Position and Duties answering phones, filling papers, running errands,

making copies, etc.

Dates of Employment: From 02/12 To NOW Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: only during Tax season.

Name and Address of Employer Slicker Memorial Hosp.

Type of Business _____ Telephone No. (801) 351-4788 Supervisor's Name Annmarie Smith

Your Position and Duties Setting up Trays to be given to patients took

Trays to rooms, picked up Trays from rooms.

Dates of Employment: From 04/14 To 07/16 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: Came back to Texas for family reasons.

Name and Address of Employer _____

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Your Hospitality Staffing Professionals

Type of Business _____ Telephone No. (____) _____ Supervisor's Name Swey

Your Position and Duties Tuquinter inn. Cleaning room, mopping, making beds, laundry,

Dates of Employment: From 02/14 To 07/14 Weekly Pay: Starting 9.00 Ending 9.00

Reason for Leaving: Moved back to Houston

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: Marguerita Acosta Telephone No. (832) 202 8741

Address Houston Tx

Occupation: Cook Relationship: old - coworker Number of Years Acquainted: 3

Name: Erica Harris Telephone No. (832) 951 4024

Address Houston Tx

Occupation: Home Health Relationship: old coworker Number of Years Acquainted: 4

Name: Victoria Cumy Telephone No. (713) 927 4839

Address Houston Tx

Occupation: United States post office Relationship: old - coworker Number of Years Acquainted: 24

Please Read Carefully, Initial Each Paragraph and Sign Below

YF 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.

JF 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.

JF 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.

JF 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.

JF 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

7-20-14

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?
10. What do you do if you find Lost and Found items in a guest rooms?
Turn them in to front desk

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

Disinfectant is to clean germs.

Cleaning is just making sure ~~it~~ its clean