

Interview Note Sheet

| Applicant Information | |
|---|--------------------------------|
| Name: <u>Yvonne Sallen</u> | Interviewer: <u>Clara Mark</u> |
| Date: <u>7-20-16</u> | Rate of Pay: <u>9.50</u> |
| 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 | <u>78</u> % |

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

| Relevant Experience & Summary of Strengths |
|--|
| <p style="text-align: right;">Total of <u>3</u> in Food Service/Hospitality</p> <p style="font-size: 1.2em;">Has Housekeeping experience.</p> <p style="font-size: 1.2em;">Has also worked in hospitals</p> |
| 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 |
| Chef Coat | Chef Pants | Knives | <u>Black Pants</u> | Non-Slip Shoes |
| | | Bow Tie | Long Black Tie | |
| | | Other: _____ | | |
| Would you recommend this applicant for Acrobat Academy? | | Convention Candidate? | | Other Languages Spoken: |
| <u>yes</u> | | | | |

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

First and Last Name: Yvonne Farlow
Email: Yvonne.Farlow@yahoo.com
Phone number: 905-259-3267

Working Experience:

Company Name: C&Q Taxes
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: laurita inn
Dates of Employment: 04/14 07/14
Job Responsibility:

- - making ~~beds~~ beds
- - mopping
- - Sweeping
- - cleaning restrooms.

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 YoJeanne Farlow Date: 7.20.14
Home Telephone (985) 259 3267 Other Telephone () _____
Present Address 2502 WEBSTER ST #311
Permanent Address, if different from present address: _____
Email Address YoJeanneFarlow@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 Margaretta Asprea 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 Crystal 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 Slidell Memorial Hosp.

Type of Business _____ Telephone No. (804) 351-4788 Supervisor's Name Annakismuth

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

Your Position and Duties Laquinta 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: Margaret 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 4034

Address Houston Tx

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

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

Address Houston Tx

Occupation: United States post office Relationship: old coworker Number of Years Acquainted: 4

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.

YF

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.

YF

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.

YF

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.

YF

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

[Signature]

Date

7-20-14

Name: Yvonne Furrow

Score 11/14

Housekeeping Test

78%

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's clean~~ it's clean