

# Acrobat

outsourcing

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

First and Last Name: Juanita Franks  
Email: JuanitaFranks21@gmail.com  
Phone number: 832-984-1797

## Working Experience:

Company Name: Note 16

Dates of Employment: 1-16 - 6-17

Job Responsibility:

- Clean rooms
- Clean bathrooms
- mop
- Vacuumed rooms

Company Name: St. Paul of the Cross

Dates of Employment: 2010 - 2012

Job Responsibility:

- Clean Rooms
- Clean bathrooms
- mop
- vacuumed rooms

Company Name: Burger King

Dates of Employment: 2013 - 2014

Job Responsibility:

- Cashier
- Clean area
- give food
- keep a smile !!

## Skills

- Painting
- flooring
- tiles (bathrooms)
-

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## Employment Application

816-501-8067

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 Juanita Franks Date: 3-2-17  
Home Telephone (832) 984-1797 Other Telephone (340) 277-6440  
Present Address 1200 Northwood Apt 3005 Baytown TX 77521  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Juanitafanks21@gmail.com

### EMPLOYMENT DESIRED

Position applying for: House keeper Salary desired: \$12.00

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? 3-3-17

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>8-4</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	
PM		<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

10-07-17

### 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?
Redford High	Detroit mi	10	No
Flint Job Corps	Flint mi	1 year	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."			
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."			
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."			
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 Motel 6 1121 Highway 146 Tx city Tx  
 Type of Business Motel Telephone No. (832) 468-9628 Supervisor's Name James Lillard  
 Your Position and Duties Remodeling Room (Painting)...

Dates of Employment: From 6-2016 To 1-1-17 Weekly Pay: Starting 950 Ending 1200 weekly

Reason for Leaving: No work

Name and Address of Employer Motel 6 110 Baytown Tx  
 Type of Business Motel Telephone No. (281) 421-7300 Supervisor's Name Cynthia  
 Your Position and Duties Cleaning Room's and Bathrooms

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

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

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: James Willard Telephone No. (832) 468-9628

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: ex boss Number of Years Acquainted: 1

Name: Liz Lopez Telephone No. (240) 483-7126

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: ex supervisor friend Number of Years Acquainted: 3

Name: Randy Telephone No. 532-389-1045

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: My ex employee Number of Years Acquainted: 3

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

JF

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

3-2-17

**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?  
*Let someone know right away  
don't let anyone in that room*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Take it to someone over me*
11. Describe the difference between a disinfectant and a cleaning solution?  
*disinfectant is for your body  
Cleaning Solution is for cleaning house*

## Interview Note Sheet

### Applicant Information

Name: Juanita Franks	Interviewer: Griffin Long
Date: 3/2/2017	Rate of Pay:
Position (s) Applied for: House keeper	Referred by:

### Test Scores

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

Seeking:

Full-Time

Part-Time

### Relevant Experience & Summary of Strengths

Total of 2 in Food Service/Hospitality

- House keeper

- Cook

- Cashier

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: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: