

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Demetria Lewis  
Email: demetrialewis1234@gmail.com  
Phone number: 4097655-8683

## Working Experience:

Company Name: Truist  
Dates of Employment: 11-1-15 - 02-1-17  
Job Responsibility:

- Sanitorial
- 
- 
- 

Company Name: St Davids  
Dates of Employment: 11-1-08 - 1-1-12  
Job Responsibility:

- Sanitorial
- EKG
- Phlebotomist
- 

Company Name: Kroger  
Dates of Employment: 2-1-2001 - 11-1-08  
Job Responsibility:

- Baker
- Cashier
- Wrapper
- 

## Skills

- 
- 
- 
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## 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 Demetria Lewis Date: 3-2-17  
Home Telephone (409) 655-8683 Other Telephone (409) 443-4043  
Present Address 504 24th Ave North  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address demetria.lewis1234@gmail.com

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: 12.50  
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 Craigslist 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	<u>open</u>						
PM	<u>open</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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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.) N/A

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?
Texas City High	Texas City		Ged
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	EKG, Phlebotomist
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	<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> 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 TRUIS

Type of Business Janitorial Telephone No. (981) 396-9950 Supervisor's Name Steve Iakes

Your Position and Duties Cleaning Restrooms, Lobby, Etc

Dates of Employment: From            To            Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: Temp

Name and Address of Employer St Davids

Type of Business H Telephone No. (512) -901-1000 Supervisor's Name Matt Stone

Your Position and Duties Housekeeping, Evg, Phlebotomist

Dates of Employment: From 11-1-2006 To 1-1-2012 Weekly Pay: Starting 9.00 Ending 12.00

Reason for Leaving: Moved back to Texas city

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 Kroger

Type of Business Retail

Telephone No. (409) 948-2571

Supervisor's Name Falisha Mason

Your Position and Duties Baker wrapper Cashier

Dates of Employment: From 2-1-2001 To 11-1-2008

Weekly Pay: Starting 8.25 Ending 11.35

Reason for Leaving: Moved to Austin

Have you ever been fired from any previous place of employment? If so, please explain: NO

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?  
If so, describe: \_\_\_\_\_

Yes \_\_\_\_\_ No ☒

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Falisha Mason

Telephone No. (281) 913-9924

Address \_\_\_\_\_

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

Name: Tarnot Neely

Telephone No. (832) 891-4198

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

a 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.

a 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.

al 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.

al 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.

al 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

Demetria Lewis

Date

3-2-17

Name: Oametrica Lewis

Score 10 / 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?  
Take the items to lost & found
11. Describe the difference between a disinfectant and a cleaning solution?  
✓ Cleaning solution is cleaning Thruly

## Interview Note Sheet

Applicant Information	
Name: <u>Demetria Lewis</u>	Interviewer: <u>Griffin Long</u>
Date: <u>3/2/2017</u>	Rate of Pay:
Position (s) Applied for: <u>House keeper</u>	Referred by: <u>Craig List</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	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 <u>15</u> in Food Service/Hospitality

— Cashier

— House keeper

— Baker

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

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> 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				
<input checked="" type="radio"/> Open	<input type="radio"/> AM only	<input type="radio"/> PM only	<input type="radio"/> Weekdays only	<input type="radio"/> Weekends only
Details:				

Uniforms Owned:						
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie	
Chef Coat	Chef Pants	Knives	Black Pants	<u>Non-Slip Shoes</u>	Bow Tie	Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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