

Acrobat

outsourcing

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

First and Last Name: Wilfred Smith, Sr.

Email: _____

Phone number: 816-491-0540

Working Experience:

Company Name: Pinnacle Staffing Group

Dates of Employment: Mar 2017 - Present

Job Responsibility: The responsibilities vary upon assignment

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Company Name: Alliance Workforce

Dates of Employment: Nov. 2016 - Present

Job Responsibility: Responsibilities vary upon assignment

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Company Name: Aces Lawn & Painting

Dates of Employment: Mar 2012 - Sept 2014

Job Responsibility:

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-
-

Skills

-
-
-
-

Employment Application

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 Wilfred E Smith sr Date: 7-3-17
 Home Telephone (816) 491-0540 Other Telephone (816) 544-0117
 Present Address 5738 Monroe
 Permanent Address, if different from present address: _____
 Email Address _____

EMPLOYMENT DESIRED

Position applying for: OPEN Salary desired: OPEN
 Are you currently registered with any staffing and/or employment agencies? If so, please list
Diamond Staffing Alliance Workforce
 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? 7-4-17

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 <u>AVAILABLE</u> <u>DAILY</u>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM							

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 Position and Duties Specialist

Dates of Employment: From 3-2012 To 9-2016 Weekly Pay: Starting \$12.00/hr Ending \$12.00/hr

Reason for Leaving: Job ended

Name and Address of Employer Next Step Residential Services

Type of Business Home Remodeling Telephone No. (816) 612-1160 Supervisor's Name Mrs. Cooper

Your Position and Duties Specialist

Dates of Employment: From 10-2010 To 3-2012 Weekly Pay: Starting 9.50/hr Ending \$11.00/hr

Reason for Leaving: Job ended

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 X
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: Jerome Johnson Telephone No. (816) 824-0697

Address: Indep., MD

Occupation: _____ Relationship: friend Number of Years Acquainted: 11

Name: Kelly Day Telephone No. (816) 288-3008

Address: Indep., MD

Occupation: _____ Relationship: friend Number of Years Acquainted: 10

Name: Chernique Woods Telephone No. (816) 844-0117

Address: Kansas City, MD

Occupation: Nurse Relationship: friend Number of Years Acquainted: 8

Housekeeping Test

80%

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	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> Weekly
b) Toilets and latrines	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> Weekly
c) Carpets in guest rooms	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> Weekly
d) Carpets in offices	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> Weekly
e) Soiled linen	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> 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?
Immediately notify supervisor
10. What do you do if you find Lost and Found items in a guest rooms?
Notify supervisor or take it to Lost and Found
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant is to kill all the germs, cleaning is to make sure the surface is clean.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017189132132PF

Report Prepared: 07/08/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Smith

First Name: Wilfred

Date of Birth: 02/07/1977

Social Security Number: *** * 6955

Hire Date: 07/03/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/08/2017

Case Submitted By: CMAR1494

Closed On: 07/08/2017

Closed By: CMAR1494

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED