

Interview Note Sheet

Applicant Information

Name: <u>Curtis S. MITCHEM</u>	Interviewer: <u>Shelly Skay</u>
Date: <u>7-7-2017</u>	Rate of Pay: <u>9.25 - 11.00</u>
Position (s) Applied for: <u>Dish/ Housekeeping</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	6/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Looking for full time
LOTS OF LETTERS OF RECOMMENDATION
EXPERIENCE in hospitality

P.O.S. Experience: Y / N details: _____

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

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:

CURTIS MITCHEM

WAREHOUSE WORKER

(913) 283-2519 – Curtismitchem1952@gmail.com – 3762 Highland Kansas City, MO 64109

I am an experienced warehouse worker who takes pride meeting goals before deadlines. I have keen attention to detail, great organization skills and forklift experience. I believe my dependability and 15 years of warehouse experience makes me a great candidate for your opening.

EXPERIENCE

2016-2017	City Wide-Maintenance <ul style="list-style-type: none">• Vacuuming, emptying trash cans, dusting, and any assigned tasks.
2012-2015	MACHINE OPERATOR – Aspen Production <ul style="list-style-type: none">• Ensured consistent flow of materials• Loaded paper into machine• Organized, inspected and loaded merchandise
2011-2012	PRODUCTION WORKER – Major Thrift & Discount Inc. <ul style="list-style-type: none">• Ensured processing line was stocked with hangers• Loaded and unloaded delivery trucks• Pulled clothing carts to bailer• Used pallet jacks to move large product boxes
2002-2010	MAINTENANCE- Habitat Investment LLC <ul style="list-style-type: none">• Cleaned apartment buildings and prepared apartments for rental• Ensured professional appearance of grounds including cutting grass, snow removal, litter removal and more

EDUCATION

1973 – 1977	DIPLOMA- Central High School <p>Earned diploma by successfully completing the areas of language arts, mathematics, science and social studies.</p>
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SKILLS

	<ul style="list-style-type: none">• 12 years of warehouse experience• Experienced Forklift Driver• Keen eye for quality control• Open minded to improvement• Dependable and punctual
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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 Curtis S. Mitchem Date: 7/7/17
Home Telephone (913) 283-2519 Other Telephone () _____
Present Address 3762 Highland Ave, Kansas City, MO 64109
Permanent Address, if different from present address: _____
Email Address CurtisMitchem1952@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping, Dishwasher Salary desired: \$10/hr
Are you currently registered with any staffing and/or employment agencies? If so, please list
LaborMax, Allied Staffing
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 Word of Mouth 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? As soon as possible

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		X	X	X	X	X	
PM		X	X	X	X	X	

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

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties Production Worker - Loaded and unloaded delivery trucks, enclosed processing line was stocked with hangers, pulled clothing racks to locker,

Dates of Employment: From 2011 To 2012 Weekly Pay: Starting \$7.25 Ending \$7.25

Reason for Leaving: Moved

Name and Address of Employer Habitat Investment LLC, 9302 83rd St., Overland Park, KS

Type of Business Apartment Building Telephone No. (913) 221-7000 Supervisor's Name Brian Heartland

Your Position and Duties Maintenance Worker - Cleaned apartment buildings and repaired apartments for rental, Ensured professional appearance of grounds, including grass, snow removal, litter removal

Dates of Employment: From 2002 To 2010 Weekly Pay: Starting \$10 Ending \$10

Reason for Leaving: Owner sold building

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: Shela Child Telephone No. (816) 529-5940

Address _____

Occupation: _____ Relationship: Friend Number of Years Acquainted: 7

Name: Saville Jones Telephone No. (816) 832-8058

Address _____

Occupation: RN Relationship: Friend Number of Years Acquainted: 20

Name: Donald Smith Telephone No. (816) 298-5665

Address _____

Occupation: _____ Relationship: Friend Number of Years Acquainted: 20

Dishwasher Test

Score 6 / 10

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- A 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - d) All of the above
- b 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - e) All of the above
- b 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
 - b) False
- C 7) What should you 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 immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - c) Use an oven mitt or dry cloth towel
 - d) Nothing
- d 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- b 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017191155849NN

Report Prepared: 07/10/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Mitchem

First Name: Curtis

Date of Birth: 08/25/1959

Social Security Number: *** ** 3549

Hire Date: 07/10/2017

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

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/10/2017

Case Submitted By: SSHA2488

SENSITIVE BUT UNCLASSIFIED