

Interview Note Sheet

Applicant Information

Name: Janett Wiley	Interviewer: Diana Zamora
Date: 7/10/17	Rate of Pay: \$9.25 - \$10.00
Position (s) Applied for: Housekeeper	Referred by: Jason Scott

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	13 / 14 / 14	%

Job Type
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Worked at Holiday Inn For Over 4 years. Cleaned 16 rooms Per day.

Interesting to work at the embassy suites.

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

Transportation

Car	Public Transit	Carpool (Rider / Driver)
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Regions Available to work

Kansas City, KS	Overland Park, KS	Kansas City, MO	Independence, MO
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Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

Open	AM only	PM only	Weekdays only	Weekends only
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Details:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
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Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie	Other: _____
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Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Name Jammett J. Wiley Score 13/14

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. False
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. False
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?
Report to supervisor
10. What do you do if you find Lost and Found items in a guest rooms?
Turn in to supervisor
11. Describe the difference between a disinfectant and a cleaning solution?

One is use to disinfect odors
and the other to clean things such as
toilets, sinks, or showers

Acrobat

outsourcing

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

First and Last Name: Jannett Wiley

Email:

Phone number: 816-490-8799

Working Experience:

Company Name: Sprint Center

Dates of Employment: 9-2-16 to 3-16-17

Job Responsibility:

- Cleaning up after events
-
-
-

Company Name: AS PER

Dates of Employment: 3-28-16 to 9-7-16

Job Responsibility:

- Packing paper plates
-
-
-

Company Name: Hallmark

Dates of Employment: 2-15-16 to 3-28-16

Job Responsibility:

- Packing boxes
-
-
-

Skills

-
-
-
-
-



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017191154331VS

Report Prepared: 07/10/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Wiley

First Name: Jannett

Date of Birth: 10/08/1961

Social Security Number: *** * 3757

Hire Date: 07/10/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: ID card

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 10/08/2023

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/10/2017

Case Submitted By: CMAR1494

Closed On: 07/10/2017

Closed By: CMAR1494

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

SENSITIVE BUT UNCLASSIFIED