

Interview Note Sheet

Applicant Information

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

Test Scores

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

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

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

Total of _____ in Food Service/Hospitality

Interesting to work at the embassy suites.

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:

Name: Jammett D. 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 ordors
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: Aspen
Dates of Employment: 3-28-16 to 9-7-16
Job Responsibility:

- Packing paper plates
-
-
-

Company Name: Hallmark
Dates of Employment: 3-15-16 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: 10/08/1951

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