

Interview Note Sheet

Applicant Information	
Name: <u>La Shonda Thomas</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>7/21/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeper</u>	Referred by: <u>Craiglist</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>2/16</u>	<u>14</u> %

Selection
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p>Worked at Holiday Inn For 5 years.</p> <p>Cleaned up to 25 rooms Per day.</p> <p>Has over 16 years of Housekeeping experience.</p>
P.O.S. Experience: Y / N details: _____

Transportation
<input checked="" type="radio"/> Car <input checked="" type="radio"/> Public Transit <input type="radio"/> Carpool (Rider / Driver)

Regions Available to work:
<input checked="" type="radio"/> Kansas City, KS <input checked="" type="radio"/> Overland Park, KS <input checked="" type="radio"/> Kansas City, MO <input type="radio"/> Independence, MO

Certifications (if any)
<input checked="" type="checkbox"/> TIPS <input checked="" type="checkbox"/> Serv-Safe <input type="checkbox"/> 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
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie Other: _____

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

2403 E 12th St. Apt. 3, Kansas City, MO., 64127

(816)287-9288 shonda1073@gmail.com

Hardworking and reliable housekeeper, adept at maintaining the cleanliness of the office premises and working in compliance with the health administration.

- Able to perform wide variety of cleaning duties, maintenance procedures and housekeeping services.

Key skills include:

- Positive attitude | Motivated | Enthusiastic | Team Player
- Good time management – Willing to add hours to complete assigned work.
- High School Diploma

■ Employment Experience

Langston Cleaning LLC Kansas City, MO 2001 – Present

Housekeeper/Custodian

- Performed various cleaning activities of assigned areas – rooms, offices, lobbies and public areas.
- Executed daily maintenance and cleaning procedures such as, vacuuming/shampooing carpets, dusting furniture, window washing, floor/wall sweeping/mopping/stripping/waxing, restrooms sanitizing/cleaning and trash removal.
- Inspected all the areas and office premises to check whether any part is left unclean.
- Monitored and documented the materials used in cleaning processes on a daily basis, included them in the annual budget.
- Participated in meetings and discussions related to cleanliness.

References available upon request

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 Lashonda Thomas Date: 7/20/17
Home Telephone (816) 287-9288 Other Telephone ()
Present Address 2403 E 12th St. KC MO 64127
Permanent Address, if different from present address:
Email Address shonda1073@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping Salary desired: 18⁰⁰
Are you currently registered with any staffing and/or employment agencies? If so, please list
yes - Crown Services
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? Upon Request

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>start</u>						
PM	<u>finish</u>						

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
None

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 ☐

Your Position and Duties _____

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

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

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

Reason for Leaving: _____

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: Kevin Walker Telephone No. (816) 529-1231

Address: 301 W 13th KCMO

Occupation: Shift Mgr. Relationship: _____ Number of Years Acquainted: _____

Name: Desiree Millbrook Telephone No. (816) 349-5400

Address: Woodley Building & Maint.

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

Name: _____ Telephone No. (____) _____

Address: _____

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

Name: LaShonda Thomas

Score 2/14

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?

Report the bed bugs to Supervisor or manager
10. What do you do if you find Lost and Found items in a guest rooms?

take the item to a lock closet and let it be known
11. Describe the difference between a disinfectant and a cleaning solution?

Cleaning removes germs, dirt & debris
Disinfecting kills germs



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017202135115YY

Report Prepared: 07/21/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Thomas

First Name: Lashonda

Date of Birth: 10/10/1973

Social Security Number: *** ** 5158

Hire Date: 07/21/2017

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: 07/21/2017

Case Submitted By: SGON7369

Closed On: 07/21/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED