

Interview Note Sheet

Applicant Information	
Name: <u>Briana D. Johnson</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>7/28/17</u>	Rate of Pay:
Position (s) Applied for:	Referred by:

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

Speaking
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths

Briana worked at the ~~Lab~~ Embassy Suites on 43rd Ave
 - Customer Service Representative
 - office clerk exp.
 - Interested in Housekeeping

Total of _____ in Food Service/Hospitality

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

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

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

Certifications (if any)
TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ Will Submit <input type="checkbox"/>

Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only

Details: _____

Uniforms Owned:
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 <input type="checkbox"/> Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
---	-----------------------	-------------------------

Friday
12/19/12

Briana D. Johnson
2206 E. 69th Street
Kansas City Mo 64132

(816) 209-0564

milajames39@gmail.com

Knowledge of principles and processes for providing customer and personal services.

EDUCATION :

Southeast High school -2005
6300 E. MEYER BLVD
Kansas City Mo

RELATED WORK EXPERIENCE:

08/15-03/17 **Embassy Suites Hotel-Kansas City, Mo**

Suitekeeper

- Carried and pushed linen, towels, and cleaning supplies on a wheel cart.
- Disinfected equipment and supplies, using germicides.
- Cleaned rooms, hallways, restrooms, lobbies, lounges, elevators, corridors, and other work areas.

07/12-01/15 **Alliance Data- Lenexa ,KS**

Customer Service Representative

- Conferred with customers by telephone to provide information about products or services.
- Canceled accounts, and obtained details of complaints.

09/10-11/10 **A.F.S.C.M.E.-Kansas City, Mo**

Data Entry

- Compiled and sorted sourced documents and entered data in specific data fields for subsequent entry using keyboard or scanner .

03/05-09/06 **Arafat wholesale Carlot-Kansas City, Mo**

Office Clerk

- Answered telephones, directed calls, and took messages
- Operated machines such as a photocopier,scanners,voicemail system and personal computer.

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 Briana Johnson Date: 07-28-2017
Home Telephone () _____ Other Telephone (816) 209-0564
Present Address 3712 Wabash Ave Apt 1N Kansas city Mo
Permanent Address, if different from present address: _____
Email Address milajames39@gmail.com

EMPLOYMENT DESIRED

Position applying for: House keeping Salary desired: 10
Are you currently registered with any staffing and/or employment agencies? If so, please list
no
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: open 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? July 31st 2017

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>open</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
PM		<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
no

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?
If so, describe: _____

Yes _____ No ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Chris Yaras

Telephone No. (816) 820-4610

Address 714 Pawnee Lane Belton Mo

Occupation: Insurance Adj.

Relationship: past Supervisor

Number of Years Acquainted: 6 years

Name: Andrea Palmer

Telephone No. (816) 645-2500

Address n/a

Occupation: CNA

Relationship: past co worker

Number of Years Acquainted: 5 years

Name: Craig Sewell

Telephone No. (816) 499-0272

Address 3712 Wabash

Occupation: Assembler

Relationship: Spouse

Number of Years Acquainted: 7

Name: Briana Johnson

07-28-2017

Score 18/14

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. true
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?
put a bag Notify housekeeping supervisor. Put on proper hazard materials, separate the infected linen, dispose of the infected linen.
10. What do you do if you find Lost and Found items in a guest rooms?
Tag them or label them and turn in to supervisor (housekeeping supervisor)
11. Describe the difference between a disinfectant and a cleaning solution?
A disinfectant is like bleach or lysol. Used to disinfect surfaces.
A cleaning solution is like windex. A solution or product used to simply clean a surface.