

Interview Note Sheet

Applicant Information	
Name: <u>Tiera Brooks</u>	Interviewer: <u>Steven Gonzalez</u>
Date:	Rate of Pay:
Position (s) Applied for: <u>Housekeeper / Cooks</u>	Referred by:

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

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

Relevant Experience & Summary of Strengths
<p><u>House Keeping / Sunday School teacher. Total of _____ in Food Service/Hospitality work Aramark</u></p>
<p>P.O.S. Experience: Y / N details: _____</p>

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

Regions Available to work:
<p><u>Kansas City, KS</u> <u>Overland Park, KS</u> <u>Kansas City, MO</u> <u>Independence, MO</u></p>

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

Availability
<p><u>Open</u> <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only <input type="checkbox"/></p>
<p>Details: _____</p>

Uniforms Owned:
<p>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: _____</p>

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Tiera Brooks
Email: tiera.brooks@yahoo.com@gmail.com
Phone number: 810 929-9026

Working Experience:

Company Name: Aramark
Dates of Employment: April 2017
Job Responsibility:

-
-
-
-

Company Name: Allied Staffing
Dates of Employment: Aug 2013
Job Responsibility:

- prep
- server
- bar back

Company Name: _____
Dates of Employment: _____
Job Responsibility:

-
-
-
-

Skills

-
-
-
-

TOMMOROW
at
136PM

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 Ilene Brooks Date: July 20, 2017
Home Telephone (816) 929-9026 Other Telephone () _____
Present Address 9351 BALS AVE APT 1302
Permanent Address, if different from present address: _____
Email Address ilenebrooks54@yahoo.com @ gmail.com

EMPLOYMENT DESIRED

Position applying for: House Keeper / Backback Salary desired: \$9.50
Are you currently registered with any staffing and/or employment agencies? If so, please list
NA

Are you applying for: Full-time work? Yes ___ No X Part-time work? Yes X 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 FROM WORK Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐
Other Web Posting ☐ Other Source ☐
Could you work overtime, if necessary? Yes X No ___ If hired, on what date could you start working? OPEN

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>X</u>	<u>9:00am</u>	<u>9:00am</u>	<u>9:00am</u>	<u>9:00am</u>	<u>9:00</u>	<u>X</u>
PM	<u>X</u>	<u>10:30pm</u>	<u>10:30pm</u>	<u>10:30pm</u>	<u>10:30pm</u>	<u>10:30pm</u>	<u>X</u>

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 X No X 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 X No ___
If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X No ___

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Your Hospitality Staffing Professionals

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: Samantha Kay Telephone No. (813) 913-575-1895

Address UA

Occupation: UA Relationship: friend Number of Years Acquainted: 2 1/2

Name: Brian Carter Telephone No. (813) 920-3646

Address UA

Occupation: UA Relationship: Boyfriend Number of Years Acquainted: 4 1/2

Name: _____ Telephone No. (____) _____

Address _____

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

Name: Tiera Brooks

Score /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?
Well I would take off the linens put it in a bag.

10. What do you do if you find Lost and Found items in a guest rooms?

Take it to the manager of the hotel

11. Describe the difference between a disinfectant and a cleaning solution?

The difference a disinfectant and a cleaning solution, is a disinfectant is to kill germs and cleaning solution is to clean the surface.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017209161110DU

Report Prepared: 07/28/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Brooks

First Name: Tierra

Date of Birth: 08/06/1992

Social Security Number: *** ** 0449

Hire Date: 07/28/2017

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: 07/26/2017

Case Submitted By: SSHA2488

Closed On: 07/28/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED