

Interview Note Sheet

Applicant Information

Name: <u>Tiera Brocks</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	%

Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Housekeeping / Sunday School teacher. Total of _____ in Food Service/Hospitality work Aransas

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 (many)

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:

Acrobat

outsourcing

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

First and Last Name: Hilma Brooks
Email: hilma.brooks54@yahoo.com@gmail.com
Phone number: (810) 729-9026

Working Experience:

Company Name: Armark

Dates of Employment: Apr. 2017

Job Responsibility:

-
-
-
-

Company Name: Alfred Staffing

Dates of Employment: Dec. 2013

Job Responsibility:

- PREP
- SERVER
- KAR BACK

Company Name: _____

Dates of Employment: _____

Job Responsibility:

-
-
-
-

Skills

-
-
-
-

Employment Application

*at
136PM*

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 Tierra Brooks

Date: July 20, 2017

Home Telephone (810) 929-9026

Other Telephone ()

Present Address 9351 Banks Ave Apt 302

Permanent Address, if different from present address:

Email Address tierra.brooks54@yahoo.com @ymail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeper/Babysitter Salary desired: \$19.50

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 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 Acrobat 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>9:00 AM</u>	<u>7:00 AM</u>	<u>9:00 AM</u>	<u>9:00 AM</u>	<u>9:00</u>	<u>X</u>
PM	<u>X</u>	<u>10:30 AM</u>	<u>10:30 AM</u>	<u>10:30 PM</u>	<u>10:30 PM</u>	<u>10:30 PM</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

Acrobat

OUTSOURCING
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? 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 Ray Telephone No. (602) 913-5755-1895

Address: 111

Occupation: VA Relationship: friend Number of Years Acquainted: 245

Name: Jordan Carter Telephone No. (816) 920-3646

Address: 111

Occupation: VA Relationship: Boyfriend Number of Years Acquainted: 4 yrs

Name: _____ Telephone No. (_____) _____

Address: _____

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

Housekeeping Test

- 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
- 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
- True or False: You do not need to use a separate cloth for cleaning bathrooms.
- True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
- 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
- The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - c) Sweeping, mopping and dusting
 - d) Wet mopping
- 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
- 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
- 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.
- What do you do if you find Lost and Found items in a guest rooms?
Take it to the manager of the hotel
- 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: 07/28/2017

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