

Interview Note Sheet

Applicant Information	
Name: <u>Eugenia Sims</u>	Position (s) Applied for: <u>Housekeeping</u>
Date: <u>7/31/17</u>	Referred by:
Interviewer: <u>Steven Gonzalez</u>	Rate of Pay:

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
Working in the Museum industry Customer Service looking for Housekeeping Housekeeping	
Total of _____ in Food Service/Hospitality	

P.O.S. Experience: Y / N details:	
Transportation	
Car	Public Transit
Regions Available to work:	
Kansas City, KS	Overland Park, KS
Kansas City, MO	Independence, MO
Certifications (if any)	
TIPS	Serv-Safe
Availability	
Open	AM only
PM only	Weekdays only
Weekends only	
Uniforms Owned:	
Bistro	Black Bistro
Black Coat	Chef Pants
Knives	Black Pants
Non-Slip Shoes	Bow Tie
Other:	Long Black Tie
Would you recommend this applicant for Acrobat Academy?	
Convention Candidate?	
Other Languages Spoken:	

Acrobat

outsourcing
Your Hospitality Staffing Professionals
665 Third St., Suite 435 • San Francisco, CA 94107

First and Last Name: Eugenia Sims
Email: simse3@acrobat.com
Phone number: 415-445-1474

Working Experience:

Company Name: Dollar General
Dates of Employment: 4/17 - 6/17
Job Responsibility:

- Assist customers
- Cashier
- Stocked

Company Name: Benton House of L.S.
Dates of Employment: 6/16 - 4/17
Job Responsibility:

- Total Patient Care
- Laundry
- Feeding
- Activities

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

Skills

-
-
-
-
-

Employment Application

Acrobat
Outsourcing
Your Hospitality Staffing Professionals

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 Eugenia Sims

Date: 7/30/17

Home Telephone () 809 NE Westwood dr

Other Telephone 816 4065-1074

Present Address 809 NE Westwood dr A Lee Summit MO

Permanent Address, if different from present address 5151a Lane 360 yard com

Email Address 5151a Lane 360 yard com

EMPLOYMENT DESIRED

Position applying for: open

Are you currently registered with any staffing and/or employment agencies? If so, please list N/A

Are you applying for:

Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐

Temporary work, e.g., summer or holiday work? Yes ☐ No ☐

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☒ Name of Referral Patricia Escobedo Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Could you work overtime, if necessary? Yes ☒ 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	8	8	8	8	8	8	8
PM	until 8	until 8	until 8	until 8	until 8	until 8	until 8

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 ☐ 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 _____

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

Name: ITA Black
Address: _____
Telephone No. (810) 308-6794
Number of Years Acquainted: _____

Occupation: Customer Service Supervisor
Relationship: _____
Name: Shonda
Address: _____
Telephone No. (810) 882-6610
Number of Years Acquainted: 1

Occupation: Self employed
Relationship: Friend
Name: Jamie Carter
Address: _____
Telephone No. (810) 801-0228
Number of Years Acquainted: 1

Occupation: RV
Relationship: Supervisor
Name: _____
Address: _____
Telephone No. _____
Number of Years Acquainted: 7

Name: Eugenia Sims

Housekeeping Test

Score 12/14

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.
 - a) True
 - b) False
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
 - a) True
 - b) 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 room?

Return to company lost & found
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant - kills germs away
cleaning - cleans area

Case Verification Number: 2017212174021RD

Report Prepared: 07/31/2017

SENSITIVE BUT UNCLASSIFIED

Company Information	
Company ID: 139349	
Employee Information	
Company Name: Acrobat Outsourcing	

Document Information	
Last Name: sims	
Date of Birth: 01/23/1964	
Hire Date: 07/31/2018	
First Name: eugenia	
Social Security Number: *** ** 7722	
Citizenship Status: A citizen of the United States	

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 State: Missouri	
Document Expiration Date: 01/23/2018	

Case Status Information	
Final Case Result: Employment Authorized	
Employer Case ID:	
Case Submitted On: 07/31/2017	
Closed On: 07/31/2017	
Closed By: SGON7369	
Case Submitted By: SGON7369	

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

SENSITIVE BUT UNCLASSIFIED