

## Interview Note Sheet

### Applicant Information

Name: <u>Shikina Turner</u>	Interviewer: <u>Shelby</u>
Date: <u>8-1-2017</u>	Rate of Pay: <u>0.25/H</u>
Position (s) Applied for: <u>Housekeeping</u>	Referred by: _____

### Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	79 %

Job Seeking Status:

Full-Time
Part-Time

### Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

- WORKED housekeeping in the past.
- Interested in EMBASSY SUITES- Plaza
- COMPASS R+G, interested

P.O.S. Experience: Y / N details: \_\_\_\_\_

### Transportation

<input checked="" type="checkbox"/> Car	Public Transit	Carpool ( Rider / Driver )
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### Regions Available to work

Kansas City, KS      Overland Park, KS      Kansas City, MO      Independence, MO

### Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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### Availability

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

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outsourcing

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

First and Last Name: Shikina Turner  
Email: Shayturner1986@gmail.com  
Phone number: 913-701-5408

### Working Experience:

Company Name: President Janitorial  
Dates of Employment: 1/14 to 5/17

Job Responsibility:

- to clean residential and commercial buildings
- to answer phone set appointment
- take payments
- Run the computer

Company Name: EPEC  
Dates of Employment: 1/14 to 7/14

Job Responsibility:

- to greet guest
- groom dogs
- run front desk
- handle cash register

Company Name: Sprint  
Dates of Employment: 4/13 to 10/15

Job Responsibility:

- to sale phone upsell other carrier item
- to help with phone issues
- Run cash register
- to

### Skills

- Patience
- Clear communication skills
- memory retention
- ability to read others
- Reliable

## 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 Shikuna Turner Date: 7-29-17  
 Home Telephone (913) 701-5408 Other Telephone ( )  
 Present Address 1347 West Bluff Dr. KCMO 64108  
 Permanent Address, if different from present address:  
 Email Address Shay.turner1986@gmail.com

**EMPLOYMENT DESIRED**

Position applying for: House Keeping Salary desired: \_\_\_\_\_  
 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: \_\_\_\_\_ To: \_\_\_\_\_

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

Referral  Name of Referral Lakeir Simpson 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? \_\_\_\_\_

*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	5:30 am	6:30 am	6:30 am	6:30 am	6:30 am	6:30 am	Open
PM.	5:30 pm	5:30 pm	5:30 pm	5:30 pm	5:30 pm	5:30 pm	Open

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

Lakeir Simpson (friend)

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

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OUTSOURCING  
Your Hospitality Staffing Professionals

Your Position and Duties to Sales Cee Phoned handle cash register  
pay bills for clients.

Dates of Employment: From 4/19 To 10/16 Weekly Pay: Starting 9.00 Ending 12.75

Reason for Leaving: Moved to Kansas City Mo

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: NO

## 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: Kate Dalbey Telephone No. (816) 302-4280

Address: 23146 graham KCMO

Occupation: Social Worker Relationship: Social Worker Number of Years Acquainted: 4

Name: Lesley Carpenter Telephone No. (816) 756-3511

Address: 3039 frost KCMO

Occupation: Advocate (CSW) Relationship: Advocate Number of Years Acquainted: 1

Name: Maria President Telephone No. (573) 424-3964

Address: 1308 Rayburn Rd

Occupation: Owner of President Relationship: Manager Number of Years Acquainted: 3

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	<input checked="" type="radio"/> Daily / Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily / Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily / Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily / Weekly
e) Soiled linen	<input checked="" type="radio"/> 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?  
*Alert manager*
10. What do you do if you find Lost and Found items in a guest rooms?  
*take them to the lost in found alert manager*
11. Describe the difference between a disinfectant and a cleaning solution?  
*Cleaning is removing dirt and debris while disinfectant is killing germs.*



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number:** 2017213142755HE

Report Prepared: 08/01/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Turner

First Name: Shikina

Date of Birth: 04/11/1986

Social Security Number: \*\*\* \* 2189

Hire Date: 08/01/2017

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: 08/01/2017

Case Submitted By: SSHA2488

Closed On: 08/01/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED