

Interview Note Sheet

Applicant Information	
Name: <u>Shikina Turner</u>	Interviewer: <u>Shelby</u>
Date: <u>8-1-2017</u>	Rate of Pay: <u>9.25/hr</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	<u>11/16</u>	<u>74</u> %

Seeking:
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <ul style="list-style-type: none"> - WORKED housekeeping in the past. - Interested in EMBASSY SUITES-PLAZA - COMPASS P&G, interested
<p>P.O.S. Experience: Y / N details: _____</p>

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

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

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

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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 Jantoral

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: EDEC

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: 9/13 to 10/15

Job Responsibility:

- to sale phone upsale other cellular items
- to help with phone issues
- Run cash register
- to

Skills

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

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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		<u>6:30 am</u>	<u>6:30 am</u>	<u>6:30 am</u>	<u>6:00-6:30 am</u>	<u>6:00-6:30 am</u>	<u>Open</u>
PM		<u>5:30 pm</u>	<u>5:30 pm</u>	<u>5:30 pm</u>	<u>5:30 pm</u>	<u>5:30 pm</u>	<u>Open</u>

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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Your Hospitality Staffing Professionals

Your Position and Duties to take care phones handle cash register
pay bills for clients.

Dates of Employment: From 4/19 To 10/15 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) 302-4200

Address 2316 Gillham Kcmo

Occupation: social worker Relationship: social worker Number of Years Acquainted: 4

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

Address 3039 most Kcmo

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

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

Address 16308 raytown rd

Occupation: owner of president Relationship: manager Number of Years Acquainted: 3

Name: Shikina Turner

Score 1/14

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 | <u>Daily</u> / Weekly |
| b) Toilets and latrines | <u>Daily</u> / Weekly |
| c) Carpets in guest rooms | <u>Daily</u> / Weekly |
| d) Carpets in offices | <u>Daily</u> / Weekly |
| e) Soiled linen | <u>Daily</u> / 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.

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