

Interview Note Sheet

Applicant Information	
Name: <u>Natasha President</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>08/01/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeper</u>	Referred by:

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

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

Relevant Experience & Summary of Strengths

* Worked at Days inn - Super 8 5 Total of 5 months in Food Service/Hospitality
 Per day. Cleaned up 16 Rooms

Worked at a daycare For 1 year.

P.O.S. Experience: Y / N details: _____

Car	<input checked="" type="radio"/> 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

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:
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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 Natasha. President Date: 8/1/2017
Home Telephone (316) 499-0792 Other Telephone ()
Present Address 2205 E 72nd St Kansas City mo 64113-2
Permanent Address, if different from present address:
Email Address npresident81@gmail.com

EMPLOYMENT DESIRED

Position applying for: Food server service Salary desired: open
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 Shikna Turner 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? asap

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>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>
PM	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: NO

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 Shikna Turner (cousin)
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 35. 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 _____

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: None

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No X
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: Anthony Thomas Telephone No. (816) 433-3513

Address: 3761 prospect

Occupation: _____ Relationship: friend Number of Years Acquainted: 10

Name: Carrie MacCollip Telephone No. (816) 444-2467

Address: 5123 Wabash

Occupation: _____ Relationship: friend Number of Years Acquainted: 20

Name: _____ Telephone No. (____) _____

Address: _____

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

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

First and Last Name: Natasha President
Email: n.president81@gmail.com
Phone number: 816) 499 0712

Working Experience:

Company Name: WORKforce work force

Dates of Employment: 10-16 4-17

Job Responsibility:

- Picker/Puller/Scanner
-
-
-

Company Name: Hall's loving learning Daycare

Dates of Employment: 02-01 6-11

Job Responsibility:

- Feeding
- changing diaper's
- Teacher Asst

Company Name: Days Inn Super 8

Dates of Employment: 1-05 9-05

Job Responsibility:

- Pulling trash
- Cleaning room
- Sweeping/mopping

Skills

- Warehouse
- Housekeeping
- Daycare Helper

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Name: Natalia Residant

Score 10/14

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? let someone know
And do my best at caution the issue
10. What do you do if you find Lost and Found items in a guest rooms? Return it to my manager
11. Describe the difference between a disinfectant and a cleaning solution? disinfect is for blood
body fluids unsafe things
cleaning solution is for cleaning bathroom
cleaning up spasty mess



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017213163557LY

Report Prepared: 08/01/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: President

First Name: Natasha

Date of Birth: 12/25/1981

Social Security Number: *** ** 0993

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: SGON7369

Closed On: 08/01/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED