

Interview Note Sheet

Applicant Information

Name: <i>Aaron Laren Partner</i>	Interviewer: <i>Steven Gonzalez</i>
Date:	Rate of Pay:
Position (s) Applied for: <i>Housekeeping</i>	Referred by:

Experience

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Interested in working housekeeping. Total of _____ in Food Service/Hospitality looking to help support his family.
Aaron has transportation experience, and worked at local warehouse.

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

Transportation

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
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Certifications (if any)

TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

Open	AM only	PM only	Weekdays only	Weekends only
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Details:

Uniforms Desired

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie

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: Amen L. Palmer
Email: Amenrocksolid@gmail.com
Phone number: (816) 686-0859

Working Experience:

Company Name: Ku med

Dates of Employment: Feb 11 '16

Job Responsibility:

- Transporter
-
-
-
-

Company Name: Calmer - worldwide moving

Dates of Employment: Summer '16

Job Responsibility:

- Driver
- Loader
- Packer
-

Company Name: Upper Law

Dates of Employment: Sept 16

Job Responsibility:

- Tier 1 agent
- collect on loans
-
-
-

Skills

-
-
-
-

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Employment Application

Your Hospitality Staffing Professionals
Outsourcing

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discriminatory 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.

Full Name John Lee Date: 08/09/17
Home Telephone (814) 554-8425 Other Telephone (814) 686-0859 (CELL)
Present Address 2500 S. 9th Street Permanent Address 1000 N. 10th Street
Email Address JohnLee1000@gmail.com
Are you currently registered with any staffing and/or employment agencies? If so, please list
Position applying for: Line Worker Salary desired:

Are you applying for: Full-time work? Yes No Part-time work? Yes No
Temporarily work, e.g., summer or holiday work? Yes No Part-time work? Yes No
How did you find out about our open position? (Please check fill in proper name of source):
Referral Name of Referral DALE WILSON Newspaper Other Source
Other Web Posting Job Fair Agency Company Website

Could you work overtime, if necessary? Yes No If hired, on what date could you start working? 16/09/17
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 Sunday Monday Tuesday Wednesday Thursday Friday Saturday
AM 10:00 PM 10:00
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

PERSONAL INFORMATION						
Do you have friends or relatives working for Acrobat Outsourcing? Yes <u>No</u> If yes, where?						
Have you ever applied to or worked for Acrobat Outsourcing before? Yes <u>No</u> If yes, when?						
Do you have friends or relatives working for Acrobat Outsourcing? Yes <u>No</u> If yes, please state name and relationship						
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 <u>No</u>						

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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?
If so, describe: _____

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: _____

Telephone No. (____) _____

Address: _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: _____

Telephone No. (____) _____

Address: _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: _____

Telephone No. (____) _____

Address: _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Servers Test

Multiple Choice

B 1) Food is served on what side with what hand?
 a) On the left side with the left hand
 b) On the left side with the right hand
 c) On the right side with the left hand
 d) On the right side with the right hand

C 2) Drinks are served on what side with what hand?
 a) On the left side with the left hand
 b) On the left side with the right hand
 c) On the right side with the left hand
 d) On the right side with the right hand

C 3) Food and drinks are removed on what side with what hand?
 a) On the left side with the left hand
 b) On the left side with the right hand
 c) On the right side with the left hand
 d) On the right side with the right hand

B 4) What part of a glass should you handle at all times?
 a) The stem
 b) The widest part of the glass
 c) The top

D 5) When you are setting a dining room how should you set up your tablecloths?
 a) Neatly and evenly across the tables
 b) The creases should all be going in the same directions
 c) The chairs should be centered and gently touching the table cloth
 d) All of the above

D 6) If you bring the wrong entrée to a guest what should you do?
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
 c) Try to convince the guests to eat what you brought them
 d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

 Scullery
 Queen Mary
D Chaffing Dish
 French Passing
 Russian Service
F Corkscrew
C Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water
 B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
 C. Used to hold a large tray on the dining floor
 D. Area for dirty dishware and glasses
 E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
 F. Used to open bottles of wine
 G. Style of dining in which the courses come out one at a time

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?
Flag the room let manager know
10. What do you do if you find Lost and Found items in a guest rooms?
Return to front desk
11. Describe the difference between a disinfectant and a cleaning solution?
Cleaning solution does not disinfect



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017222180755ED

Report Prepared: 08/10/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Palmer

First Name: Aaron

Date of Birth: 09/13/1988

Social Security Number: *** * 7756

Hire Date: 08/10/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: U.S. birth certificate (original or certified copy)

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 09/13/2017

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/10/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED