

Interview Note Sheet

Applicant Information

Name: <u>Alana Johnson</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/15/17</u>	Rate of Pay:
Position(s) Applied for: <u>Housekeeping</u>	Referred by:

Test Scores

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

Seeking:
<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

Relevant Experience & Summary of Strengths

Worked in different location
Walmart

Total of _____ in Food Service/Hospitality

Medix Staffing Solutions

Aerotek

Alana Johnson has great customer service.
Seeking Fulltime Job

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to Work

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

Certifications (Many)

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:

Alona Johnson

2924 N 30th St.

Kansas City, KS 66104

(913) 325-5273

alonamarie25@yahoo.com

Objective

To become an asset to your business by showcasing my exceptional work ethic, enduring energy and superior communication skills.

Work Experience

Aerotek/AML (Temp Agency) - 3420 Broadway Suite 100, Kansas City, MO 64111

- February 2013-April 2013
- Customer Service Representative
- Responsibilities include but are not limited to; maintain a high volume of outbound calls, verifying basic customer information, explaining loan repayment options, pre-approving customers for loans, suggestive sales for reactive loan offers.

WalMart - 7207 N M1 Hwy, Gladstone, MO 64119

- May 2013- July 2015
- Pharmacy Supportive Personnel
- Responsibilities include but are not limited to; Inputting, filling and bagging multiple patient refill requests, checking in and receiving drug orders, returning drug orders, cashiering. Providing great customer experience while maintaining compliance with HIPAA.

Medix Staffing Solutions - 7015 College Blvd, Ste 100 Overland Park, KS 66211

- November 2015-January 2016
- Pharmacy Technician
- Responsibilities include but are not limited to; packing and labeling prescription cards for long term health patients at long term health facilities.
- Compliance with HIPAA

KPRS Carter Broadcast Group

- March 2016 -Spring Intern

Education

Colorado Technical University - Online

- May 2013 – February 2016
- Associates Business Administration

Skills

- Excellent organizational skills
- Strong Customer Relations
- Affective communication written or verbally
- Computer proficiency
- Word Processing and typing

References available upon request



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 ALONA JOHNSON Date: 08/15/17
Home Telephone (912) 325-5273 Other Telephone ()
Present Address 918 N 9th St.
Permanent Address, if different from present address: _____
Email Address ALONAWARIE250@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping Salary desired: \$11.00/hr
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 _____ 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		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AVAILABLE	DAILY							
AM								
PM								

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? 8/10

Do you have friends or relatives working for Acrobat Outsourcing? Yes No If yes, please state name and relationship
N/A

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 N/A. 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

Acrobat

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? _____

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: _____

Housekeeping Test

70%

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?
10. What do you do if you find Lost and Found items in a guest rooms?
11. Describe the difference between a disinfectant and a cleaning solution?



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017223150930YV

Report Prepared: 08/11/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: johnson

First Name: alona

Date of Birth: 04/17/1991

Social Security Number: *** * 0960

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 territory possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Georgia

Driver's License or ID Card Number:

Document Expiration Date: 03/17/2024

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/11/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED