

Interview Note Sheet

Applicant Information	
Name: Jackson W Joe	Interviewer: Steven Gonzalez
Date: 8/11/17	Rate of Pay:
Position (s) Applied for: Housekeeping	Referred by:

Test Scores					
Server	/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

Jackson ~~has~~ is a Lawn Business ^{Total of} _____ in Food Service/Hospitality for the last couple years. warehouse or housekeeping.

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 (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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Your Hospitality Staffing Professionals

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 Jackson W Joe Date: _____
Home Telephone (816) 316 3985 Other Telephone (816) 333-2864
Present Address 5428 Woodland
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: House keeping / other 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 X No _____ Part-time work? Yes _____ No _____
Temporary work, e.g., summer or holiday work? Yes X 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 X 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		7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM
PM		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 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 X If yes, when? _____
Do you have friends or relatives working for Acrobat Outsourcing? Yes _____ No X If yes, please state name and relationship _____
If hired, would you have a reliable means of transportation to and from work? Yes X No _____
If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X No _____

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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: Regina Hicks

Telephone No. (816) 316-3985

Address 2512 troot

Occupation: _____

Relationship: Friend

Number of Years Acquainted: 7

Name: Mrs Miller

Telephone No. (816) 444 5168

Address 5332 Highland

Occupation: Minister

Relationship: Friend

Number of Years Acquainted: 40 years

Name: Bonita Barkan

Telephone No. (816)

Address est 77th sun rise

Occupation: pastor

Relationship: Friend

Number of Years Acquainted: 6 years

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

First and Last Name: Joe W Jackson Sr
Email: _____
Phone number: 816 333 2864

Working Experience:

Company Name: Jims Disposal
Dates of Employment: 7/1/14
Job Responsibility:

- Pick up trash
- pick up Recycled
- Run Hooper on truck
-

Company Name: Y.B.P
Dates of Employment: 5-6-17 7-20-17
Job Responsibility:

- unload 18 wheelers
- pick and pull orders
- Load orders in Trucks.Cars
- Clean warehouse

Company Name: _____
Dates of Employment: _____
Job Responsibility:

-
-
-
-

Skills

- Home Building Installation
- Ground Keeping
- Inventory Stocker
- Grass Cutting

800.236.2276 • info@acrobatoutsourcing.com

Name: Jane Johnson Jr

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 ☒ Daily ☐ Weekly
 - b) Toilets and latrines ☒ Daily ☐ Weekly
 - c) Carpets in guest rooms ☒ Daily ☐ Weekly
 - d) Carpets in offices ☒ Daily ☐ Weekly
 - e) Soiled linen ☒ 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?

Report it ASAP to who in charge and keep anyone from In room get some one to put them in a nother room.
10. What do you do if you find Lost and Found items in a guest rooms?

turn them In.
11. Describe the difference between a disinfectant and a cleaning solution?

disinfectant Just kill germs cleaning solution clean up the germs and surface.

Grill Cooks Test

Score / 40

Multiple Choice Test (1 point each)

- a 1) How much time should you take to wash your hands with soap?
- ☒ a) 1 minute
 - b) 20 seconds
 - c) Time does not matter, water temperature does
 - d) 5 minutes
- a 2) The recommended temperature for your refrigerator is...
- ☒ a) 45°F
 - b) 50°F
 - c) 40°F
 - d) 20°F
- d 3) Food handlers must always wash their hands
- a) Before starting work
 - b) Switching between handling raw and ready-to-eat food
 - c) After going to the restrooms
 - ☒ d) All of the above
- b 4) The most important reason for having food handlers wear hair restraints is to
- a) Prevent food from getting into food handlers' hair
 - ☒ b) Prevent food handlers from contaminating their hands by touching their hair
 - c) Keep the food handlers' hair in place
 - ☒ d) None of the above
- c 5) Which of these conditions requires immediate corrective action?
- a) Packaged food items are stored at least 6 inches above the floor
 - b) Ice is being used to cool beef stew in a shallow pan
 - ☒ c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
 - d) Raw fish is stored above raw chicken in the walk-in freezer
- a 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
- ☒ a) 0°F and 100°F
 - b) 32°F and 220°F
 - c) 41°F and 135°F
 - d) 39°F and 178°F
- d 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
- a) Clean the cutting board with a wet wiping cloth
 - b) Turn the board over and use the other side
 - c) Rinse the board with running water
 - ☒ d) Wash, rinse, and sanitize the board prior to slicing the onions
- d 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?
- ☒ a) In a microwave oven
 - b) During the cooking process
 - c) Under cool running water
 - d) On a clean counter, at room temperature
- 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
- a) Wiping spills only
 - b) Washing hands if the hand sinks are too far away
 - c) Sanitizing the blade of utensils such as knives
 - ☒ d) Maintaining moisture on the wiping cloth



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017227144217VH

Report Prepared: 08/15/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Jackson

First Name: Joe

Date of Birth: 05/16/1974

Social Security Number: *** ** 8277

Hire Date: 08/11/2017

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: 08/15/2017

Case Submitted By: SGON7369

Closed On: 08/15/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED