

Interview Note Sheet

Applicant Information

Name: <u>Cassie Patterson</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/17/17</u>	Rate of Pay:
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	/16	%

Full-Time
Part-Time

Relevant Experience & Summary of Strengths

- Cassie has customer experience Total of _____ in Food Service/Hospitality
- worked as a housekeeper
- worked at grey hound bus station
- seeking housekeeping work

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:



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 Cassie Patterson Date: 08/17/2017
Home Telephone (816) 679-2836 Other Telephone ()
Present Address 3433 Holmes Apt 7 KC MO 64109
Permanent Address, if different from present address:
Email Address Cassbon3@gmail.com

EMPLOYMENT DESIRED

Position applying for: House Keeping Salary desired: \$9.50

Are you currently registered with any staffing and/or employment agencies? If so, please list
ND

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? 08/18/17

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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	6am	6am	6am	6am	6am	6am	6am
PM	11pm	11pm	11pm	11pm	11pm	11pm	11pm

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? _____

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

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

Acrobat

OUTSOURCING
Your Hospitality Staffing Professionals

Your Position and Duties Cashier

Dates of Employment: From 12/15 To 05/16

Weekly Pay: Starting \$ 50/HR Ending \$ 50/HR

Reason for Leaving: Moved

Name and Address of Employer USA 800

Type of Business Call Center

Telephone No. (____)

Your Position and Duties Call Rep

Supervisor's Name Emelda

Dates of Employment: From 01/15 To 11/15

Weekly Pay: Starting 9.50/HR Ending 9.50/HR

Reason for Leaving: transportation

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?
If so, describe: _____

Yes No X

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Tol Jennings

Telephone No. (816) 335-7884

Address _____

Occupation: CNA

Relationship: Church Friend Number of Years Acquainted: 22

Name: VICKY CUBIT

Telephone No. (816) 923-0263

Address _____

Occupation: teacher

Relationship: Church teacher Number of Years Acquainted: 21

Name: Tawsha Brooks

Telephone No. (816) 213-8723

Address _____

Occupation: mentor

Relationship: mentor Number of Years Acquainted: 15

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?
Let the manager know
10. What do you do if you find Lost and Found items in a guest rooms?
Take it to the manager or front desk.
11. Describe the difference between a disinfectant and a cleaning solution?
Disinfectant solution will kill the germs more vs. the Cleaning Solution is to just get the surface clean.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017233172645SQ

Report Prepared: 08/21/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Patterson

First Name: Cassie

Date of Birth: 10/12/1993

Social Security Number: ***-** 8769

Hire Date: 08/17/2017

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: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 10/12/2023

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/21/2017

Case Submitted By: SGON7389

SENSITIVE BUT UNCLASSIFIED