

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	%

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

Relevant Experience & Summary of Strengths	
<ul style="list-style-type: none"> - Cassie has customer experience - worked as a housekeeper - worked at greyhound bus station - seeking housekeeping work 	Total of _____ in Food Service/Hospitality
P.O.S. Experience: Y / N details: _____	

Transportation		
<input checked="" type="radio"/> Car	<input type="radio"/> Public Transit	<input type="radio"/> Carpool (Rider / Driver)

Regions Available to work:			
<u>Kansas City, KS</u>	<u>Overland Park, KS</u>	<u>Kansas City, MO</u>	<u>Independence, MO</u>

Certifications (if any)				
<input type="checkbox"/> TIPS	<input type="checkbox"/> Serv-Safe	<input type="checkbox"/> LEAD	<input type="checkbox"/> Other _____	<input type="checkbox"/> Will Submit

Availability				
<input checked="" type="radio"/> Open	<input type="radio"/> AM only	<input type="radio"/> PM only	<input type="radio"/> Weekdays only	<input type="radio"/> Weekends only
Details: _____				

Uniforms Owned							
<input type="checkbox"/> Bistro	<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> 1/2 Tuxedo	<input type="checkbox"/> Black Vest	<input type="checkbox"/> Long Black Tie		
<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Knives	<input type="checkbox"/> Black Pants	<input type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Bow Tie	<input type="checkbox"/> 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 Cassie Patterson Date: 08/17/2017
Home Telephone (816) 679-2836 Other Telephone ()
Present Address 3433 Holmes Apt 7 KCMO 64109
Permanent Address, if different from present address: _____
Email Address Cassbon3@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping Salary desired: \$9.50
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? 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 ☐

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Your Hospitality Staffing Professionals

Your Position and Duties Cashier

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

Weekly Pay: Starting 8.50/HR Ending 8.50/HR

Reason for Leaving: Moved

Name and Address of Employer USASOO

Type of Business Call Center

Telephone No. ()

Supervisor's Name Emelda

Your Position and Duties Call Rep

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: Toi 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: Tausha Brooks

Telephone No. (816) 213-8623

Address _____

Occupation: mentor

Relationship: mentor

Number of Years Acquainted: 15

Name: Cassie Patterson

Score 12/14

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?

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.



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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: SGON7369

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