

Interview Note Sheet

Applicant Information	
Name: <u>James Fagan</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/17/17</u>	Rate of Pay:
Position (s) Applied for: <u>Grill cooks / prep cook</u>	Referred by:

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

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

Relevant Experience & Summary of Strengths	
<p><u>Seeking Grill cooks / prep cooks</u></p> <p><u>works at KFC kitchen.</u></p> <p><u>Kitchen experience</u></p> <p><u>customers experience</u></p>	<p>Total of _____ in Food Service/Hospitality</p>

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

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

Regions Available to work			
<input checked="" type="checkbox"/> Kansas City, KS	<input checked="" type="checkbox"/> Overland Park, KS	<input checked="" type="checkbox"/> Kansas City, MO	<input type="checkbox"/> Independence, MO

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

Availability				
<input type="checkbox"/> Open	<input type="checkbox"/> AM only	<input type="checkbox"/> PM only	<input type="checkbox"/> Weekdays only	<input type="checkbox"/> 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
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: James Fagan
Email: james.fagan 6407@gmail.com
Phone number: (816) 915-8791

Working Experience:

Company Name: Joe's Painting
Dates of Employment: 1/17 - 01-25-17

Job Responsibility:

- Interior painting
- Exterior painting
- Scraping and mudding
- Running a paint sprayer

Company Name: Quality Hill Towers
Dates of Employment: 1/16 - 1/17

Job Responsibility:

- Cleaning out apartments
- Doing make ready
- Some maintenance
- Grounds keeping

Company Name: Five House Subs
Dates of Employment: 9/13 - 12/15

Job Responsibility:

- Running register
- Making sandwiches
- Delegating ~~tasks~~ tasks
- Counting down register and money deposit

Skills

-
-
-
-

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 James Lee Fagan Date: 8-17-17
Home Telephone (816) 915-8791 Other Telephone ()
Present Address 7665 High Dr. Prairie Village, Kansas 66208
Permanent Address, if different from present address: _____
Email Address james.fagan6407@gmail.com

EMPLOYMENT DESIRED

Position applying for: Food/Porter/Cashier/Labor Salary desired: \$12.00/hour
Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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 AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>9:00</u>	<u>-</u>	<u>9:00</u>	<u>9:00</u>	<u>9:00</u>		
PM	<u>5:00</u>		<u>5:00</u>	<u>5:00</u>	<u>5:00</u>		

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 ☐ BUS
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: Porter/maintenance - cleaning out apartment and general maintenance, cleaning apartment buildings inside and out, and occasional plumbing maintenance

Dates of Employment: From Jan/16 To Jan/17 Weekly Pay: Starting \$11.00/hour Ending \$12.00/hour

Reason for Leaving: Accepted another job

Name and Address of Employer: Fire House Subs 8600 Ward Plwy Kansas City Mo. 64114

Type of Business: Food Telephone No. (816) 214-6815 Supervisor's Name: Rich

Your Position and Duties: Shift lead, Running register, Making sandwiches, food prep, delegating task to employees, and counting down register and cash deposit

Dates of Employment: From 9/13 To 12/15 Weekly Pay: Starting \$8.25/hour Ending \$10.25/hour

Reason for Leaving: sought different line of work

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 ☒

JOB RELATED REFERENCES

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

Name: Brian 816-778-5697 Telephone No. ()

Address: 728 Est Gregory Kcmo 64113

Occupation: General manager Relationship: Boss/friend Number of Years Acquainted: 12 years

Name: Sherral Estep Telephone No. (816) 455-6969

Address: 2935 Kendallwood Plwy Apt # 4 Gladstone Mo. 64114

Occupation: Retired Relationship: Friend/Neighbor Number of Years Acquainted: 11 years

Name: Kathryn Fagan Telephone No. (816) 673-8224

Address: 929 W Jefferson Kcmo 64105

Occupation: Manager at Bank of America Relationship: friend Number of Years Acquainted: 20

Name: James Fagan

Score /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. False
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. True
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 manager know
10. What do you do if you find Lost and Found items in a guest rooms? Take it to lost and found immediately
11. Describe the difference between a disinfectant and a cleaning solution?

One kills germs and other things the other is used to remove dirt, stains and grime.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017233162048YV

Report Prepared: 08/21/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Fagan

First Name: James

Date of Birth: 11/10/1987

Social Security Number: *** ** 6407

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: 11/10/2023

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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