

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:

Job Desires

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

Job Seeker Type

 Full-Time
 Part-Time

Relevant Experience & Summary of Strengths

Seeking Grill cooks / prep cooks
 Total of _____ in Food Service/Hospitality
 works at KFC Kitchen.

Kitchen experience
 Customers experience

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
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: James Fagan
Email: james.fagan 6107@gmail.com
Phone number: (810) 915-8791

Working Experience:

Company Name: Joe's Painting
Dates of Employment: 1/17 - 12/25/17
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 walk ready's
- Some maintenance
- Grounds keeping

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

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

Skills

-
-
-
-

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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 (316) 915-8991 Other Telephone ()

Present Address 7665 High Dr. Prairie Village, Kansas 66208

Permanent Address, if different from present address: _____

Email Address jamesfagan6407@gmail.com

EMPLOYMENT DESIRED

Position applying for: Food Porter/cashier/labour 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>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 function 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? Yes ✓ No -
If so, describe: _____

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 E 1st Gregory Kcmo 64113

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

Name: Sherral Estep Telephone No. (816) 4755-6961

Address 2335 kendallwood Plwy Apt # 4 Gladstone Mo. 64119

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

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	<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? 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: SCON7369

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