

Interview Note Sheet

Applicant Information	
Name: <u>Letika Turner</u>	Interviewer: <u>Anthony W.</u>
Date: <u>6/6/2019</u>	Rate of Pay:
Position (s) Applied for: <u>HSCP</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>12</u> /16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p><u>Fast Food - Cashier</u></p> <p><u>HSCP</u></p> <p><u>Columbia</u> <u>Boards</u></p> <p><u>20-30</u></p> <p><u>90-15</u></p> <p><u>5/0-30</u></p> <p>Total of _____ in Food Service/Hospitality</p>
P.O.S. Experience: Y / N details: _____

Transportation
Car Public Transit Carpool (Rider / Driver)
Regions Available to work:
Kansas City,KS Overland Park,Kansas Kansas City,MO Independence,MO
Certifications (if any)
TIPS Serv-Safe LEAD Other <u>FEH</u> <u>Will Submit</u>
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:

Acrobat

outsourcing

Your Hospitality Staffing Professionals

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

First and Last Name: Letika Turner
Email: LetikaTurner1301@gmail.com
Phone number: 305-984-7629

Working Experience:

Company Name: Tycon Construction
Dates of Employment: 3/2018

Job Responsibility:

- concrete curbs, side walks
- setting forms string line
- gto grading
- tamping

Company Name: SMX Allegion
Dates of Employment: 7/2018 - 1/2019

Job Responsibility:

- pick / packing
- shipping
- receiving
- APC computer scan

Company Name: APC construction
Dates of Employment: 4/2017

Job Responsibility:

- demolition work
- tear down
- construction clean up
- practicing OSHA 10 safety

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 Leticia Turner Date: 6.6.2019
Home Telephone () _____ Other Telephone (35) 984-2629
Present Address 2308 Brighton Ave
Permanent Address, if different from present address: _____
Email Address TikaTurner130@gmail

EMPLOYMENT DESIRED

Position applying for: Housekeeping 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 ___ 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>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
PM							<u>X</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
family reunion

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___

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
<i>Hickman Mills High</i>	<i>Laytown MO</i>	<i>1999</i>	<i>Y</i>
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	<input checked="" type="radio"/> NO
Special:			

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☐ No ☒ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer Tycon Construction LLC

Type of Business Construction Telephone No. (816) 813-6805 Supervisor's Name Forest

Your Position and Duties labored, assisting with concrete
sitting forms grading tamping striking off

Dates of Employment: From 3/2018 To

Reason for Leaving: company has financial problems

Name and Address of Employer SMV Allegion

Type of Business warehouse Telephone No. 913, 888-0904 Supervisor's Name Angie

Your Position and Duties Receiving, shipping FFC scans
Pick / pack

Dates of Employment: From 6/2018 To 1/2019

Reason for Leaving: No temp to hire

Name and Address of Employer APC construction

Type of Business Construction Telephone No. () Supervisor's Name John Edwards

Your Position and Duties demolition work
tearing down walls doors etc. cleanup

Dates of Employment: From 5/2017 To 12/2017

Reason for Leaving: Owner Passed

Name and Address of Employer Tradesmen International

Type of Business Construction Telephone No. 913, 333-0587 Supervisor's Name Dillion

Your Position and Duties General labor. construction clean out +
clean up

Dates of Employment: From 5/2016 To 2019

Reason for Leaving: Better pay

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: Juan Roland Telephone No. 86, 201-52171

Address _____

Occupation: Springler Relationship: Friend/Boss Number of Years Acquainted: 8

Name: Tina Hoffman Telephone No. 573 953-4961

Address _____

Occupation: Business owner of
lives Relationship: old Boss Number of Years Acquainted: 5

Name: Willie Loper Telephone No. 200, 234-1916

Address _____

Occupation: Housing
Rehab. Relationship: Friend Number of Years Acquainted: 3

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

GF

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

GF

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

GF

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

GF

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature _____ Date _____

Name: Turner, Letika

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?
check room and get head housekeeper (supervisor)
10. What do you do if you find Lost and Found items in a guest rooms?
Report and take to lost in found
11. Describe the difference between a disinfectant and a cleaning solution?
cleaning solution is for removing dirt, germs from surfaces
Disinfectant is for use of killing germs on surfaces or items