Interview Note Sheet

Name: Maelean L. Hooker	Interviewer: Diana Zamora
Date: 8/23/17	Rate of Pay: $9.25 - 10.00
Position (s) Applied for: Housekeeper	Referred by: Walk in

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

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

worked as a Housekeeper at Phillips hotel. Cleaned up to 15 rooms per day.

Has 5 years of Housekeeping 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

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 **Maelean L Hooker**　　Date: **8-22-17**

Home Telephone **(816) 226-0038**　Other Telephone **(816) 914-7536**

Present Address **2710 Park**

Permanent Address, if different from present address: _____

Email Address _____

EMPLOYMENT DESIRED

Position applying for: **Opening**　　　Salary desired: **9:00 h**

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 **Iawana** ___ 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? **Today 8-22-17**

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	Any Time						
PM							

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
Iawan

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 _Cook Clean, Waiton coasters_

Dates of Employment: From _3/15_ To _4/16_ Weekly Pay: Starting _8.00_ Ending _8.50_

Reason for Leaving: _Back to school_

Name and Address of Employer _____

Type of Business _____ Telephone No. (___) _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

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: _Ronn.E Gray_ Telephone No. (816) 518-1895

Address _4321 Benton_

Occupation: _Junk yard_ Relationship: _friend_ Number of Years Acquainted: _3_

Name: _Greg Smith_ Telephone No. (816) 332-9638

Address _5410 Kensington_

Occupation: _Health Care_ Relationship: _Sup_ Number of Years Acquainted: _10_

Name: _Ernstine Smith_ Telephone No. (816) 822-3600

Address _5343 Swope Parkway_

Occupation: _Church_ Relationship: _friend_ Number of Years Acquainted: _7_

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First and Last Name: Maelean Hooker

Email:

Phone number: 816) 226-0038

Working Experience:

Company Name: All-Tem

Dates of Employment: 3/17 - 8-17

Job Responsibility:

- ~~etc~~ Cashier
- Housekeing
-
-

Company Name: Gates + ~~Soup B-BQ~~ Son B-BQ

Dates of Employment: 7-16 - 3-17

Job Responsibility:

- Taking Coustermers order Prepare.ng
- food. Cleans. mop.ng, Cashier
-
-

Company Name: Ameri Suites

Dates of Employment: 3-15 - 4-16

Job Responsibility:

- Cleaning rooms. making Beds, Bathroom
- Vccuum, Dusting
-

Skills

- Cashier
- Houskeeping
- Cook, Precook

Name: Maelean Hooker

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.
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?

   Report It

10. What do you do if you find Lost and Found items in a guest rooms?

    Turn It IN

11. Describe the difference between a disinfectant and a cleaning solution?

disInfectant kills germs
and cleaning solution clean germs

Maclean Hooker

Cashier Test   Score ___/ 15

h 1) A roll of quarters is worth?
- a) $5.00
- b) $10.00
- c) $15.00
- d) $20.00

a 2) A roll of dimes is worth?
- a) $5.00
- b) $4.00
- c) $3.00
- d) $2.00

d 3) A roll of nickels is worth?
- a) $8.00
- b) $6.00
- c) $4.00
- d) $2.00

c 4) A roll of pennies is worth?
- a) $1.00
- b) $0.75
- c) $0.50
- d) $0.25

d 5) What does POS stand for?
- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

___ 6) What is the current sales tax rate in your city _3%_ ?

c 7) A customer buys a bowl of soup for $1.25, an apple $0.90 and a soda is $0.79. If you are given $10.00 how much change should you give back?
- a) $4.06
- b) $2.06
- c) $7.06
- d) $5.06

d 8) A customer buys two shirts for 10.50 each and two ball caps for $7.25 each. If you are given $50.00 how much change should you give back?

- a) $19.50
- b) $14.50
- c) $9.50
- d) $4.50

d 9) A customer buys soda for $3.75 and a hot dog for $4.25. If you are given $20.00 how much change should you give back?
- a) $6.00
- b) $8.00
- c) $10.00
- d) $12.00

a 10) A customer buys two hamburgers at $3.75 each, two bags of chips at $1.25 each, two cookies at $2.50 each and two sodas at $3.25 each. If you are given $100.00 how much change should you give back?
- a) $78.50
- b) $58.50
- c) $38.50
- d) $28.50

E-Verify

Case Verification Number: 2017234135851HZ

Report Prepared: 08/22/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Hooker

First Name: Maelean

Date of Birth: 12/19/1971

Social Security Number: *** ** 3896

Hire Date: 08/22/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/22/2017

Case Submitted By: SGON7369

Closed On: 08/22/2017

Closed By: SGON7369

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.