

# Interview Note Sheet

## Applicant Information

Name: <u>German Munoz</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/23/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position(s) Applied for: <u>Houseman / Laundry</u>	Referred by: <u>Walk-IN</u>

## Experience

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

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

## Relevant Experience & Summary of Strengths

worked at Intercontinental  
Embassy Suites  
Marriott Country Plaza

Total of \_\_\_\_\_ in Food Service/Hospitality

- experience housekeeping / Houseman / laundry
- Floor technician

## 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: Griman Munoz  
Email: griman\_mng2015@hotmail.com  
Phone number: 816-787-5910

### Working Experience:

Company Name: Marriott Country Plaza

Dates of Employment: 2013 - 2016

Job Responsibility:

- Laundry
- 
- 
- 
- 

Company Name: Intercontinental

Dates of Employment: 2015 - 2017

Job Responsibility:

- Floor Technician
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Company Name: Embassy Suites

Dates of Employment: 2016 - 2017

Job Responsibility:

- Laundry
- Carpets.
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### 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 German Benjamin Menor Caballero Date: 08/23/17  
 Home Telephone (816) 787-5910 Other Telephone ( )  
 Present Address 8740 Chestnut circle apt 61  
 Permanent Address, if different from present address:  
 Email Address germen-hg2015 @ hotmail.com

### EMPLOYMENT DESIRED

Position applying for: Housmen Salary desired: 10  
 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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

## JOB RELATED REFERENCES

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

Name: Raul Campos Telephone No. (816) 885-5691  
Address \_\_\_\_\_

Occupation: Engineering Relationship: Friends Number of Years Acquainted: 4  
Name: 259 756 Telephone No. (816) 288-3139  
Address \_\_\_\_\_

Occupation: Housekeeping Relationship: Friends Number of Years Acquainted: 2  
Name: Tyler Telephone No. (816) 457-8993  
Address \_\_\_\_\_

Occupation: Sales Relationship: Friends Number of Years Acquainted: \_\_\_\_\_

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. 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 know to the supervisor*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Give it to the Manager*
11. Describe the difference between a disinfectant and a cleaning solution?

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**Case Verification Number:** 2017236125421WP

Report Prepared: 08/24/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Munoz Caballero

First Name: German

Date of Birth: 02/16/1992

Social Security Number: \*\*\* \* 7368

Hire Date: 08/24/2017

Citizenship Status: A lawful permanent resident

**Document Information**

List A Document: Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Alien Number: 062551685

Card Number: SRC1216151930

Document Expiration Date:

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/24/2017

Case Submitted By: SGON7369

Closed On: 08/24/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED

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