

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>

Test Scores

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

<input type="radio"/> <u>Full-Time</u> <input type="radio"/> <u>Part-Time</u>
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Relevant Experience & Summary of Strengths

worked at Intercontinental Embassy Suites Marriott Country Plaza

- experience housekeeping/Houseman/Laundry

- Floor technician

Total of _____ in Food Service/Hospitality

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

Transportation

<input checked="" type="radio"/> Car	<input type="radio"/> Public Transit	<input type="radio"/> Carpool (Rider / Driver)
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Regions Available to work

<u>Kansas City, KS</u>	<u>Overland Park, KS</u>	<u>Kansas City, MO</u>	<u>Independence, MO</u>
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Certifications (if any)

<input type="checkbox"/> TIPS	<input type="checkbox"/> Serv-Safe	<input type="checkbox"/> LEAD	<input type="checkbox"/> Other _____	<input type="checkbox"/> Will Submit
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Availability

<input type="checkbox"/> Open	<input type="checkbox"/> AM only	<input type="checkbox"/> PM only	<input checked="" type="checkbox"/> Weekdays only	<input type="checkbox"/> Weekends only
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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

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: Gerimen Munoz
Email: gerimen-ng2015@hotmail.com
Phone number: 816-787-5910

Working Experience:

Company Name: Marriott Country Plaza
Dates of Employment: 2013 - 2016

Job Responsibility:

- Laundry

-

-

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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 Gamen Benjamin Moner Caballero Date: 08/23/17
Home Telephone (816) 787-5910 Other Telephone () _____
Present Address 8740 Chestnut circle apt 41
Permanent Address, if different from present address: _____
Email Address gamen-hg2015@hotmail.com

EMPLOYMENT DESIRED

Position applying for: Houseman 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
PM							<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 ☒

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: Raul Campos Telephone No. (816) 885-5691

Address _____

Occupation: Engineering Relationship: Friends Number of Years Acquainted: 4

Name: Zsa Zsa Telephone No. (816) 288-3439

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: _____

Name: German M. Lopez

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. 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 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?

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017236125421WP

Report Prepared: 08/24/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Munoz Ceballero

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: 062581685

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