

# Interview Note Sheet

Applicant Information	
Name: <u>MARY BEAVER</u>	Interviewer: <u>Shelly</u>
Date: <u>9-13-2017</u>	Rate of Pay: <u>9.25-11</u>
Position (s) Applied for: <u>CASHIER, housekeeping</u>	Referred by: <u>PE START</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	<u>9</u> /15	<u>60</u> %
Dishwasher	/10	%	Housekeeping	<u>10</u> /15	<u>67</u> %

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

Relevant Experience & Summary of Strengths
<p><i>Total of _____ in Food Service/Hospitality</i></p> <ul style="list-style-type: none"> <li>- Worked full EMP. COUNCIL - TEMPORARY</li> <li>- hasn't had any luck with finding a job since</li> <li>- INTERESTED in temp to hire</li> </ul>
P.O.S. Experience: Y / N details: _____

Transportation
<input type="checkbox"/> Car <input checked="" type="checkbox"/> Public Transit <input type="checkbox"/> Carpool ( Rider / Driver )

Regions Available to work:
<input type="checkbox"/> Kansas City,KS <input type="checkbox"/> Overland Park,KS <input checked="" type="checkbox"/> Kansas City,MO <input type="checkbox"/> Independence,MO

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

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

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 <input type="checkbox"/> Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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## MARY DAWN REAVEY

marydawnreavey@gmail.com • 816-745-6480  
300 West Armour Boulevard, Apartment 201  
Kansas City, MO 64111

### Recent Work Experience

- Clerical Internship, Full Employment Council, Kansas City, MO 2013
- Caregiver, Bruno Family, Kansas City, MO 2012
- Office Assistant, Reavey Law, LLC, Kansas City, MO 2011-2012

### Faith Based Non for Profit Project Development

- Volunteer director and founder of Love & Mercy Coalition, a non-profit organization providing service to needy Tanzanian children and their families in the areas of health, education, nutrition, help to families and formation/recreation. Tegeta, Dar es Salaam, Tanzania, East Africa 2004-2010.
- Lay Missionary Volunteer for VOICA, a lay Catholic missionary program run by the Canossian Sisters, Rome, Italy with service done in Tegeta, Dar es Salaam, Tanzania 2002-2003

### Professional Experience

#### Pediatric Bone Marrow Transplant

- Pediatric Nurse Practitioner/Nurse Clinician, Children's Mercy Hospital, Kansas City, MO 2010
- Pediatric Bone Marrow Transplant Coordinator, Children's Mercy Hospital, Kansas City, MO 1995-1997
- Staff Nurse, Duke University Medical Center, Durham, NC 1990-1992

#### Pediatric Primary Care

- Volunteer Pediatric Nurse Practitioner, Love & Mercy Coalition, Dar es Salaam, Tanzania 2004-2010
- Volunteer Pediatric/Family Nurse Practitioner, Tegeta Mission Dispensary, Dar es Salaam, Tanzania 2003
- Pediatric Nurse Practitioner, Pacific Nurse Practitioners, San Diego, CA (Naval Medical Center, San Diego) 2000-2002

#### Pediatric Intensive Care Unit

- Staff Nurse, Children's Mercy Hospital, Kansas City, MO 1986-1989, 1994-1995, 1998 and 2004
- Staff Nurse, Staffing Agency, San Diego, CA (University of California, San Diego Medical Center) 1999-2000
- Staff Nurse, Healthstaffers, San Diego, CA (Naval Medical Center, San Diego) 1997, 1998-1999
- Staff Nurse, Duke University Medical Center, Durham, NC 1989-1990

#### Emergency Department

- Staff Nurse, Coastal Government Services, Raleigh, NC (Naval Hospital, Camp Lejeune, NC) 1991-1994

### Professional Education

<b>University of California, San Diego</b> Post Master of Science in Nursing Family Nurse Practitioner Certificate	1999
<b>Duke University, Durham, NC</b> Master of Science in Nursing, Pediatric Oncology Specialization	1996
<b>Webster University, Kansas City, MO</b> Bachelor of Science in Nursing	1988
<b>St. Luke's Hospital School of Nursing, Kansas City, MO</b> Diploma in Nursing	1986
<b>University of Missouri, Kansas City, MO</b> Nursing pre-requisites	1984

## 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 Mary Dawn Reavey Date: 9/13/17  
Home Telephone (816) 745-6480 Other Telephone ( ) N/A  
Present Address 125 Troost Ave Apt B Kansas City, MO 64106  
Permanent Address, if different from present address: N/A  
Email Address marydawnreavey@gmail.com

### EMPLOYMENT DESIRED

Position applying for: dish washer, house keeping, cashier Salary desired: negotiable

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 ReStart 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? ASAP 9/14/17  
Sometimes

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	7Am-7pm	7Am-7pm	7Am-7pm	7Am-7pm	7Am-7pm	7Am-7pm	7Am-7pm
PM							

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

No

### 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 ☐

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Your Position and Duties Office Assistant - answered phone, copied, filed, organized documents

Dates of Employment: From 8/11 To 12/12 Weekly Pay: Starting \$15.00 Ending \$15.00

Reason for Leaving: minimal hours, mutual agreement

Name and Address of Employer Children's Mercy Hospital

Type of Business Hospital Telephone No. (816) 234-3265 Supervisor's Name Sue Stamm

Your Position and Duties Nurse Clinician - orientated as inpatient nurse practitioner for pediatric bone marrow transplant

Dates of Employment: From 6/10 To 10/10 Weekly Pay: Starting \$90,000/yr Ending \$90,000/yr unit

Reason for Leaving: Asked to resign after asking questions about patient safety

Have you ever been fired from any previous place of employment? If so, please explain: As above - cmh

## 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: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

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

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

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

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

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

**Cashier Test**

Score 9 / 15

- d 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
- a 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00
- a 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
c) \$0.50  
d) \$0.25
- c 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 10%?
- 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
- b 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

No idea

64

$$\begin{array}{r} 1.25 \\ .90 \\ .79 \\ \hline 2.94 \end{array}$$

$$\begin{array}{r} 10.00 \\ 2.94 \\ \hline 7.06 \end{array}$$

$$\begin{array}{r} 14.50 \\ 21.00 \\ \hline 35.50 \end{array}$$

$$\begin{array}{r} 50.00 \\ 35.50 \\ \hline 14.50 \end{array}$$

$$\begin{array}{r} 3.75 \\ 4.25 \\ \hline 8.00 \end{array}$$

$$\begin{array}{r} 3.75 \\ 2 \\ \hline 7.50 \\ 2.50 \\ 5.00 \\ 6.50 \end{array}$$

$$21.50$$

$$\begin{array}{r} 100.00 \\ 21.50 \\ \hline 78.50 \end{array}$$

**Cashier Test**

**Score / 15**

a

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

b

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21 yrs

14) What are the acceptable forms of ID for alcohol purchases?

government issued →  
drivers license, legal ID  
passport

15) How many \$20 bills are in a bank band?

Name: Mary Dawn Reavey

Score 10/14

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?
- Close off room and report to supervisor.  
Report to follow procedures to remove bed bugs.
10. What do you do if you find Lost and Found items in a guest rooms?
- Give to Security, Checkin Desk And/or Lost & Found
11. Describe the difference between a disinfectant and a cleaning solution?
- Cleaning solution can remove visible dirt but may not destroy bacteria/viruses.  
Disinfectant should kill high percentage > 99% of bacteria/viruses