

Interview Note Sheet

Applicant Information

Name: <u>Catesha Meeks</u>	Interviewer: <u>Shelby</u>
Date: <u>9-7-17</u>	Rate of Pay: <u>9.25 - 11.00</u>
Position (s) Applied for: <u>Housekeeping</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	/15	93 %

Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

- Worked Alleson
 - Contract ended in July
- Interested in housekeeping
 - has cleaning experience

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

<input checked="" type="radio"/> Car	Public Transit	Carpool (Rider / Driver)
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Kansas City, KS	Overland Park, KS	<input checked="" type="radio"/> Kansas City, MO	Independence, MO
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Certifications (if any)

TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability	<input checked="" type="radio"/> AM only	PM only	Weekdays only	Weekends only
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Details:				
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Uniforms Owned	Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
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Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie	Other: _____
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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: Latesha Meade
Email: Latesha Meade
Phone number: 816-772-9855

Working Experience:

Company Name: Rede Allesion
Dates of Employment: 2/12 - 7/17
Job Responsibility:

- Answer incoming calls
- process warranty claims
- provide product info
-

Company Name: Operation Breakthrough
Dates of Employment: 5/16 - 1/17
Job Responsibility:

- Fill in for lead or co teacher
- Clean classroom
- help students
-

Company Name: KC Public Schools
Dates of Employment: 5/15 - 5/16
Job Responsibility:

- Assist teachers with cleaning classroom
- help students with projects
- ~~•~~ Inform parents of upcoming events
-

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 Latesha Meade Date: 9-21-17
 Home Telephone (816) 772-9555 Other Telephone ()
 Present Address 8215 college Ave
 Permanent Address, if different from present address: _____
 Email Address latesha.Meade@ymail.com

EMPLOYMENT DESIRED

Position applying for: House keeping Salary desired: _____
 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 _____ 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? 9-22-17

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	7:30	7:30	7:30	7:30	7:30	7:30	
PM	5	5:00	5:00	5:00	5:00	5:00	

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: Renell Jenelle Harper Telephone No. (816) 500-3098
Address _____

Occupation: Lead cook Relationship: Former Number of Years Acquainted: 8

Name: Cherris Williams Telephone No. (816) 969-9136
Address _____

Occupation: Customer service rep Relationship: Former Number of Years Acquainted: 3
Name: _____ Telephone No. (____)

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Housekeeping Test

03

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	<input checked="" type="radio"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily/ Weekly
<input checked="" type="radio"/> c) Carpets in guest rooms	<input checked="" type="radio"/> Daily/ Weekly
<input checked="" type="radio"/> 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?
10. What do you do if you find Lost and Found items in a guest rooms?
Give to guest relations/ front desk

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

Disinfectant is used where a biohazard spill is to disinfect the infected area

Clean's solution is used in routine cleaning



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017264145134PS

Report Prepared: 09/21/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Meade

First Name: Latesha

Date of Birth: 04/17/1989

Social Security Number: *** ** 0294

Hire Date: 09/21/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 04/17/2024

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/21/2017

Case Submitted By: SSHA2488

Closed On: 09/21/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED