

Interview Note Sheet

Applicant Information

Name: <u>Kimberly Baker</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>10/06/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeper</u>	Referred by: <u>Gary Coleman</u>

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>8/11/16</u>	%

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

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Has housekeeping experience in nursing homes.

Did Serving For all teams years ago.

Wants to work as a housekeeper Full time.

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: Not Thursdays

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
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: Kimberly Baker
Email: kimberly0072@gmail.com
Phone number: (816) 919-3728

Working Experience:

Company Name: Marcis Associates

Dates of Employment: 07/16 - 02/17

Job Responsibility:

- Clean classrooms, hallways, offices, bathrooms, 3 gym
- Strip & wax floors
- Sweep, mop, dust, clean windows
-

Company Name: Northwest Mo State

Dates of Employment: ~~07/16 - 02/17~~ 09/15 - 03/16

Job Responsibility:

- Clean dorms, alumni guest rooms, academic buildings
- Sweep, mop, dust, clean windows
- Make beds
-

Company Name: Manual Tech

Dates of Employment: 9/14 - 4/15

Job Responsibility: CNA training

- make beds military style
- clean bathrooms
- reset dining hall
-

Skills

- Cleaning
- house keeping
-
-

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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 Kimberly Baker Date: 10-6-17
Home Telephone (816) 919-3728 Other Telephone ()
Present Address 8141 Campbell apt 311
Permanent Address, if different from present address: _____
Email Address kimberlyb077@gmail.com

EMPLOYMENT DESIRED

Position applying for: House keeping Salary desired: \$9.00
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 Gary Coleman 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? 10-7-17

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	8am	8am	8am	8am	X	8am	8am
PM	6pm	6pm	6pm	6pm		6pm	6pm

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

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
Gary Coleman - Friend
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 Toddler teacher - care for 2-3yr olds & create lesson plans, potty train

Dates of Employment: From 6/17 To 8/17 Weekly Pay: Starting \$9.00 Ending \$9.00

Reason for Leaving: let go due to too many doctors appointments

Name and Address of Employer Willow Woods

Type of Business daycare

Telephone No. ()

Supervisor's Name Wanda

Your Position and Duties Infant teacher - care for newborns to 2yr change & feed

Dates of Employment: From 3/17 To 5/17 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: creative differences w/ directors

Have you ever been fired from any previous place of employment? If so, please explain: Wanda fired me because I'm pregnant felt I couldn't commit to job.

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: Frances Gouldsmith Telephone No. (816) 719-4625

Address -

Occupation: Entrepreneur Relationship: Former Supervisor Number of Years Acquainted: 5+

Name: Penni Rollie Telephone No. (816) 588-6559

Address -

Occupation: Daycare Teacher Relationship: Former Supervisor Number of Years Acquainted: 3+

Name: Janet Weston Telephone No. (816) 830-8421

Address -

Occupation: Teacher Relationship: Former Supervisor Number of Years Acquainted: 5+

Name: Kimberly Baker

Score 8/14

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?

Notify management, if no procedure for cleaning bedding w/ bed bugs discard bedding.
10. What do you do if you find Lost and Found items in a guest rooms?

Give to front desk
11. Describe the difference between a disinfectant and a cleaning solution?

disinfectant kills germs, bacteria, viruses. Cleaning solution removes dirt, oils, ect.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017279121000WQ

Report Prepared: 10/06/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Baker

First Name: Kymberly

Date of Birth: 11/04/1996

Social Security Number: *** ** 3534

Hire Date: 10/06/2017

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: 10/06/2017

Case Submitted By: SGON7369

Closed On: 10/06/2017

Closed By: SGON7369

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

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