

## Interview Note Sheet

### Applicant Information

Name: <u>Marshall Phillips</u>	Interviewer: <u>Stevan Gonzalez</u>
Date: <u>10/11/11</u>	Rate of Pay: <u>\$9.25-\$10.00</u>
Position (s) Applied for: <u>Housekeeping</u>	Referred by: <u>Tawana Garth</u>

### Test Scores

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

Full-Time
Part-Time

### Relevant Experience & Summary of Strengths

Marshall is a truck driver. Total of \_\_\_\_\_ in Food Service/Hospitality

- Seeking some jobs
- Second job

P.O.S. Experience: Y / N details: \_\_\_\_\_

### Transportation

Car	Public Transit	Carpool ( Rider / Driver )
Kansas City, KS	Overland Park, KS	Kansas City, MO Independence, MO

### Certifications (if any)

TIPS	Serv-Safe	LEAD	Other	Will Submit
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### Availability

Open	AM only	PM only	Weekdays only	Weekends only
Details: <i>perfor</i>				

### 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: Marshall Phillips  
Email: Marshall P1962@gmail.com  
Phone number: \_\_\_\_\_

### Working Experience:

Company Name: Celadon Trucking  
Dates of Employment: 01/17 / present  
Job Responsibility: Driving  
•  
•  
•  
•

Company Name: Falcon Trucking  
Dates of Employment: 08/16 - 01/17  
Job Responsibility: Driving  
•  
•  
•  
•

Company Name: Darling INT.  
Dates of Employment: 06/07/03/16  
Job Responsibility: Heavy Equipment  
•  
•  
•  
•

### Skills

Driving  
• Cleaning  
• Operator Heavy Equipment  
• Fork Lift

## 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 Marshall Phillips Date: 10/11/2017  
 Home Telephone (816) 922-9588 Other Telephone ( )  
 Present Address 3104 Park Ave. Apt. 203 Kansas City, Mo 64130  
 Permanent Address, if different from present address:  
 Email Address MARSHALLP1962@gmail.com

### EMPLOYMENT DESIRED

Position applying for: All Salary desired: will discuss  
 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: 10/11/17 To: 10/11/18  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral  Name of Referral Tawana Garth 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? A.S.A.P.

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"/>						
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  
Tawana Garth Finance  
 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 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: Petroleum specialist

## JOB RELATED REFERENCES

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

Name: Tawny Barth Relationship: Fiance Number of Years Acquainted: 3  
Address 3319 E. 30th K.c. mo. 64128 Telephone No. (816) 446-7775

Name: Gerald Bennett Relationship: Friend Number of Years Acquainted: 35  
Address 3104 Park K.c. mo. 64130 Telephone No. (816) 489-2632

Name: Gary Smith Relationship: Friend Number of Years Acquainted: 29  
Address 5300 spruce K.c. mo. Telephone No. (816) 332-9638

Name: Retired Relationship: Friend Number of Years Acquainted: 7

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	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly
b) Toilets and latrines	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly
c) Carpets in guest rooms	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly
d) Carpets in offices	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly
e) Soiled linen	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> 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? Contact supervisor
10. What do you do if you find Lost and Found items in a guest rooms? Turn them in
11. Describe the difference between a disinfectant and a cleaning solution? Disinfectant has chemicals that kill germs

# E-Verify

SENSITIVE BUT UNCLASSIFIED

## Case Verification Number: 2017284140724SF

Report Prepared: 10/11/2017

### Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

### Employee Information

Last Name: Phillips

Date of Birth: 10/23/1962

Hire Date: 10/11/2017

First Name: Marshall

Social Security Number: \*\*\*-\*\* 8891

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

Case Submitted On: 10/11/2017

Closed On: 10/11/2017

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

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