

Interview Note Sheet

Applicant Information

Name: <u>Marshall Phillips</u>	Interviewer: <u>Steven 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	11/16	%

Seeking:
Full-Time
<u>Part-Time</u>

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)

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

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

Other: _____

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: 03/16 - 01/17
Job Responsibility: Driving

-
-
-
-

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

-
-
-
-

Skills

- Driving
- Cleaning
- Operate Heavy Equipment
- Fork Lift

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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 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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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 Fiancee
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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outsourcing
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 _____

Your Position and Duties _____

Telephone No. (____) _____

Supervisor's Name _____

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?
If so, describe: petroleum specialist

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: Tawana Garth Telephone No. (816) 446-7775
Address: 3319 E. 30th K.C. mo. 64128
Occupation: House Keeping Relationship: Fiance Number of Years Acquainted: 3.5

Name: Gerald Bennet Telephone No. (816) 489-2632
Address: 3104 Park K.C. mo. 64130
Occupation: Disabled Relationship: Friend Number of Years Acquainted: 29

Name: Gary Smith Telephone No. (816) 332-9638
Address: 5300 Spruce K.C. mo.
Occupation: Retired Relationship: Friend Number of Years Acquainted: 7

Name: Marshall Phillips

Score 11/14

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? 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



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

First Name: Marshall

Date of Birth: 10/23/1962

Social Security Number: *** ** 8891

Hire Date: 10/11/2017

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: 10/11/2017

Case Submitted By: SGON7369

Closed On: 10/11/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED