

# Interview Note Sheet

## Applicant Information

Name: <u>Keeshon Brown Herkerson</u>	Interviewer: <u>Shelby</u>
Date: <u>10-9-17</u>	Rate of Pay: <u>9.25-11</u>
Position (s) Applied for: <u>housekeeping</u>	Referred by:

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>12/14</u>	<u>86</u> %

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

- Last job
- SAWE-A-Lot
- wasn't getting enough hours.
- worked housekeeping for 1 year
- looking for Plaza

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: after 10am

## 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:

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Kel-Shon Brown Henderson  
Email: Milansummers@gmail.com  
Phone number: (716) 406-2822

## Working Experience:

Company Name: Plazor Manor Rehabilitation  
Dates of Employment: 05-15 - 1-17

Job Responsibility:

- House Keeping / Laundry
- 
- 
- 

Company Name: St Lukes Hospital  
Dates of Employment: 03-15 - 05-15

Job Responsibility:

- Housekeeping
- 
- 
- 

Company Name: Swire alot  
Dates of Employment: 06-17 - 10-17

Job Responsibility:

- Cashier / Clerk
- 
- 
- 

## Skills

- Housekeeping
- Warehouse
- Cashier
- Sanitation

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Submission Date	2017-10-03 15:32:14
First Name	Keeshon
Last Name	Brown Henderson
E-mail Address	miliansummers@gmail.com
Phone	8164062822
Address	6009 bluehills rd
Unit or Number	5
City, State	Kansas
Zip Code	64110
What region(s) are you applying to work within?	Kansas City
Which position(s) are you applying for?	Housekeeper
Are you applying for:	Full-Time Part-Time
When can you start?	10-04-2017
Can you work overtime?	Yes
How did you hear about us?	Craigslist
If you were referred, please tell us by whom:	
What days/times can you work? Select all that apply:	Monday PM Tuesday PM Wednesday PM Thursday PM Friday PM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	
Have you ever applied to or worked for Acrobat before?	No
Do you have any friends or relatives working for Acrobat? If so, please let us know who:	
If hired, would you have reliable means of transportation to and from work?	Yes
If hired, can you present evidence of your legal right to live and work in this country?	Yes

<b>State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.</b>	23
<b>Are you able to perform the essential functions of the job for which you are applying?</b>	Yes
<b>If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)</b>	
<b>Name of School</b>	Faith bible college
<b>City &amp; State</b>	Independence MO
<b>Grade/Degree</b>	Still attending
<b>Graduated?</b>	No
<b>Do you have any special licenses? (If so, label under "Special")</b>	No
<b>Are you computer literate? (If so, label which programs under "Special")</b>	Yes
<b>Are you proficient with Point of Sale systems? (If so, label which under "Special")</b>	No
<b>Do you have any experience, training, qualifications or special skills? (If so, label under "Special")</b>	Yes
<b>Special:</b>	
<b>Are you currently employed?</b>	No
<b>Can we contact your current employer?</b>	Yes
<b>Name and Address of Employer</b>	Plaza manor center
<b>Type of Business</b>	Distribution center
<b>Phone Number</b>	8167368821
<b>Your Position &amp; Duties</b>	Housekeeping , make bed vaccum mop replace clean linen wit dirty ones ect
<b>Date of Employment (from/to):</b>	04/16 06/17
<b>Weekly Pay (Starting/Ending):</b>	9.50 /9.50 hourly
<b>Reason for Leaving</b>	Not enough hours

**Still Employed:** No

**Name and Address of Employer**

**Type of Business**

**Phone Number**

**Your Position & Duties**

**Date of Employment (from/to):**

**Weekly Pay (Starting/Ending):**

**Reason for Leaving**

**Still Employed:**

**Name and Address of Employer**

**Type of Business**

**Phone Number**

**Your Position & Duties**

**Date of Employment (from/to):**

**Weekly Pay (Starting/Ending):**

**Reason for Leaving**

**Still Employed:**

**Have you ever been fired from a previous place of employment? If yes, please explain:**

**Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:**

**First Name** Alexas

**Last Name** Bostic

**E-mail Address** kieshaburns123@gmail.com

**Phone** 816 572 0756

**Relationship:** Co worker

**Years Acquainted:** 3

**First Name** Tierra

**Last Name** willis

**E-mail Address** tylesha\_s@yahoo.com

**Phone** 816305 5071

**Relationship:** Friend

**Years Acquainted:** 4

**First Name** Shelita

**Last Name** Mckenkie

**E-mail Address** shelitam@yahoo.com

**Phone** 816 8200530

**Relationship:** Friend

**Years Acquainted:** 5

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education,

(Checked box indicates acknowledgement)

and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

(Checked box indicates acknowledgement)

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Keeshon brown Henderson

Date:

10-03-2017

Name: Wendy Brown Hendrix

Score 12/14

Housekeeping Test

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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 <input type="radio"/> Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily <input type="radio"/> 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? Report it to my manager immediately.
10. What do you do if you find Lost and Found items in a guest rooms? Take it to the lost in Found location.
11. Describe the difference between a disinfectant and a cleaning solution? Disinfectant has more hazard chemicals than cleaning solution.  
KBH KBH





SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017284140533MN**

Report Prepared: 10/11/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Brown-Henderson

First Name: Keeshon

Date of Birth: 07/29/1994

Social Security Number: \*\*\* \*\* 6887

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: SSHA2488

Closed On: 10/11/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED