

# Interview Note Sheet

## Applicant Information

Name: Arielle Clark	Interviewer: Steven
Date: 10/16/17	Rate of Pay:
Position (s) Applied for: Housekeeper / Prep cook	Referred by:

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	18/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	16/16	%

Year-round
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

Arielle Clark has housekeeping experience. She lives in the local area. A single mom looking for work. Arielle Clark also has prep experience.

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

## Transportation

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

## Certifications (many)

TIPS	Serv-Safe	LEAD	Other	Will Submit
Open	AM only	PM only	Weekdays only	Weekends only

Details:

## Uniforms Owned

Bistro Chef Coat	Black Bistro Chef Pants	Tuxedo Knives	1/2 Tuxedo Black Pants	Black Vest Non-Slip Shoes	Long Black Tie 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: Arielle Clark  
Email: Arielle.Clark.1989@gmail.com  
Phone number: 816-916-1407

### Working Experience:

Company Name: Price Chopper  
Dates of Employment: 12/16 - 10/17  
Job Responsibility:

- taken cash for food
- greet over customer with a smile
- help them to find thing
- 

Company Name: 180  
Dates of Employment: 4/14 - 3/15  
Job Responsibility:

- Sweeping
- mopping
- takein trash out
- Clean desk area

Company Name: One Smart  
Dates of Employment: 5/12 - 8/13  
Job Responsibility:

- Vacuuming
- dusting
- moping
- Surface cleaning and kitchen

### Skills

- team player
- Positive Attitude
- Time management abilities
- Self-Confidence

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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 Arielle Clark Date: 10-16-14  
 Home Telephone (816) 913-1407 Other Telephone (\_\_\_\_\_  
 Present Address 4312 Indiana  
 Permanent Address, if different from present address:  
 Email Address ArielleClark1989@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Housekeeping Salary desired: \_\_\_\_\_  
 Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_  
 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? \_\_\_\_\_

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY							
AM			8-5 8AM				
PM			5PM				

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 Position and Duties \_\_\_\_\_

Dates of Employment: From 7/4/14 to 3/8/15 Weekly Pay: Starting 9 Ending \_\_\_\_\_

Reason for Leaving: no tranpoted

Name and Address of Employer ISS

Type of Business donbr Telephone No. (816) 421-8088 Supervisor's Name bill

Your Position and Duties Sweeping, mopping, taking trash out

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: no

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? If so, describe: \_\_\_\_\_

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: Chelsea Yargo Telephone No. (816) 981-5210

Address: 2309 Van Buren

Occupation: \_\_\_\_\_ Relationship: co-worker Number of Years Acquainted: 1 year

Name: Michael Sanders Telephone No. (816) 469-6775

Address: 4312 Indiana

Occupation: \_\_\_\_\_ Relationship: friend Number of Years Acquainted: 10 years

Name: \_\_\_\_\_ Telephone No. ( )

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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 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 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
  - 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
  - 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:
  - 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?  
*bring it in to the front desk*
11. Describe the difference between a disinfectant and a cleaning solution?  
*disinfecting a surface will kill the microscopic organisms*  
*Sanitizing is meant to reduce*

Multiple Choice (1 point each)

- 1) A gallon is equal to \_\_\_\_\_ ounces  
a. 56  
b. 145  
c. 32  
 d. 128
- 2) Mesclun are what type of vegetable?  
a. Roots  
b. Beans  
 c. Salad Greens  
d. Spices
- 3) What does the term braise mean?  
a. Sear quickly on both sides  
 b. Slowly cook in covered pan with little liquid  
c. Cook on high heat and quickly  
d. Slowly cook in simmering water
- 4) At what internal temperature must chicken be cooked so that it is safe to eat?  
a. 155 degrees F  
 b. 165 degrees F  
c. 175 degrees F  
d. 185 degrees F
- 5) How do you blanche vegetables?  
a. Immerse for a short time in boiling water  
 b. Cook lightly in butter over med heat  
c. Soak in cold water overnight  
d. Rub with salt before cooking
- 6) Which of the following ingredients would you pack before measuring?  
a. Olive Oil  
b. Salt  
c. Brown Sugar  
 d. White Sugar
- 7) What is Al Dente?  
 a. Firm but not hard  
b. Soft to the touch  
c. Very hard  
d. Very soft
- 8) Food should be left out no more than  
 a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours

9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice. Mince
- d. Mince, dice, chop

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

16) Which of the following means to cook in a small amount of fat?

- a. Sauté
- b. Broil
- c. Boil
- d. Fry

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Onion & bell pepper are the basic seasoning ingredients for all savory recipes.

20) mince : to cut into very small pieces when uniformity of size and shape is not important.



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017290152320RB**

Report Prepared: 10/17/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Clark

First Name: Arielle

Date of Birth: 07/22/1989

Social Security Number: \*\*\* \*\* 4409

Hire Date: 10/17/2017

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: 10/17/2017

Case Submitted By: SGON7369

Closed On: 10/17/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED