

## Interview Note Sheet

Applicant Information	
Name: <u>Mirviana</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>10/20/17</u>	Rate of Pay:
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>13/14</u>	<u>013</u> %

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

Relevant Experience & Summary of Strengths	
<ul style="list-style-type: none"> <li>- Local area</li> <li>- willing to drive</li> <li>- Housekeeping prefer</li> </ul>	<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p>
P.O.S. Experience: Y / N details: _____	

Transportation		
<u>(Car)</u>	Public Transit	Carpool ( Rider / Driver )

Region Available to work			
<u>Kansas City, KS</u>	Overland Park, KS	<u>Kansas City, MO</u>	Independence, MO

Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other _____	Will Submit

Availability				
<u>Open</u>	AM only	PM only	Weekdays only	Weekends only
Details: _____				

Uniforms Owned:							
Bistro	Black Bistro	<u>Tuxedo</u>	1/2 Tuxedo	Black Vest	Long Black Tie		
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	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: Miriam Davis  
Email: latec1091@gmail.com  
Phone number: (816) 606-4158

## Working Experience:

Company Name: ISS  
Dates of Employment: 2017-currently  
Job Responsibility:

- provide work order to team members.
- follow-up to make sure work is complete.
- walk floors of the bank to make sure tasks are complete

Company Name: Kemper Burtin & Associates  
Dates of Employment: 2013-2016  
Job Responsibility:

- cleaned restrooms during shows
- kept the grounds clean inside and out
- pulled trash
- wiping down and dusting

Company Name: Liberty Staffing  
Dates of Employment: 2014-2016  
Job Responsibility:

- cleaned hotel rooms and restrooms
- vacuuming
- dusting
- inspecting.

## Skills

- over 2yrs exp. in housekeeping and janitorial
- ~~basic comp~~ basic computer skills.
- customer service skills
- I have managerial exp. as well

800.236.2276 • info@acrobatoutsourcing.com

## 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 Miriam Ambroja Davis Date: October 20, 2017  
Home Telephone (816) 606-4158 Other Telephone (816) 686-2186  
Present Address 4330 Wayne ave. Kansas city, MO 64130  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address latec1091@gmail.com

### EMPLOYMENT DESIRED

Position applying for: housekeeping / janitorial 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 \_\_\_\_\_ 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? Monday

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	8 am						
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
NO

### 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 \_\_\_



# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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.)

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Southeast Health Professions Magnet	KCMO	All - Diploma	Yes - 1994
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special: I have experience in the job applying for. Atleast 2yrs. experience.			

## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☒ No ☐

1. Name and Address of Employer ISS 1225 E 18th St. KCMO
- Type of Business janitorial Telephone No. (816) 918-6421 Supervisor's Name Silvester Williams
- Your Position and Duties supervisor/team lead. I give a work or to be completed by my team members. I follow up to make sure it is complete.
- Dates of Employment: From 7/17 To currently Weekly Pay: Starting \$9.00 Ending \$9.00
- Reason for Leaving: I haven't left yet. I'm searching for employment for full-time.
2. Name and Address of Employer Kemper Arena, Bartle Hall, American Royal KCMO
- Type of Business janitorial Telephone No. (816) 513-9397 Supervisor's Name Marvin
- Your Position and Duties cleaned main lobby areas as well as men and women's restroom. Made sure the grounds and trash outside of building are kept up.
- Dates of Employment: From 11/2013 To 6/2016 Weekly Pay: Starting \$8.00 Ending \$8.00
- Reason for Leaving: Shows haven't been booked there for a while. I think the building got sold. (Not Bartle Hall)
3. Name and Address of Employer Liberty Staffing Independence, MO
- Type of Business agency Telephone No. (816) 838-7634 Supervisor's Name Meaghan
- 7/2014 to 10/2016 Adam's Mark Hotel
- housekeeper/inspector \$9.00 - \$10.00



# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Your Position and Duties Cleaned 12-14 rooms daily also inspecting rooms as well. I also did training.

Dates of Employment: From 7/2014 To 10/2016 Weekly Pay: Starting \$9.00 Ending \$10.00

Reason for Leaving: There was a accusation of Sexual harrassment with my supervisor, so Adam's Mark voided the whole contract.

Name and Address of Employer Rockhurst High School

Type of Business School Telephone No. ( ) ? Supervisor's Name Adam

Your Position and Duties I was a dishwasher. On special events I would serve plates of food.

Dates of Employment: From 2013-14 school year To school year Weekly Pay: Starting \$8.50 Ending \$8.50

Reason for Leaving: I changed jobs because of pay and location.

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? Yes ☐ No ☒  
If so, describe: \_\_\_\_\_

## JOB RELATED REFERENCES

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

Name: Clara Carter Telephone No. (816) 446-4494

Address 5110 E 40 Terr. KCMO

Occupation: janitorial Relationship: friend Number of Years Acquainted: 25

Name: Carmen Dydell Telephone No. (913) 601-2460

Address 3735 Kensington KCMO

Occupation: asst. mgr. @ Family Dollar Relationship: friend Number of Years Acquainted: 13

Name: Adrienne Brown Telephone No. (816) 267-0868

Address 2400 Benton Blvd. apt #204 KCMO

Occupation: airport cook Relationship: friend Number of Years Acquainted: 5

**Please Read Carefully, Initial Each Paragraph and Sign Below**

MAD

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.

MAD

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.

MAD

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, 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.

MAD

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.

MAD

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.

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

**Applicant's Signature**

Miriam D. Davis

**Date**

October 20, 2017

Name: Miriam A. Davis

Housekeeping Test

Score 13/14

03

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. False
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. True
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 (depending on spill)
  - 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?
 

Immediately report it to a supervisor. Shut room down.  
DON'T Touch nothing.
10. What do you do if you find Lost and Found items in a guest rooms?
 

Label it with the room number. Then turn it in the Lost and Found box in office.
11. Describe the difference between a disinfectant and a cleaning solution?
 

They both disinfect and sanitize.





ACROBAT OUTSOURCING  
TSC GROUP

## 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 Mirriam A. Davis Date: 6-12-19  
Home Telephone ( 816 ) 398-9883 Other Telephone ( 816 ) 337-7707  
Present Address 4401 Highland ave. K.C., MO 64130  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address mirnamdavis83@gmail.com

### EMPLOYMENT DESIRED

Position applying for: housekeeping, janitorial, banquet Salary desired: 10.00 hrly and up

Are you currently registered with any staffing and/or employment agencies? If so, please list

Labor Smart

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 Charles McKenzie 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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>8-6</u>	<u>8-6</u>	<u>8-6</u>	<u>8-6</u>	<u>8-6</u>	<u>8-6</u>	<u>8-6</u>
PM							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>October 14, 15, 16, 2019</u>							



**PERSONAL INFORMATION**

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☒ No ☐ If yes, when? 2018

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☒ No ☐ If yes, please state name and relationship Charles McKenzie - we've worked together at another hotel.

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 ☐

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.)

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

**EDUCATION & SKILLS**

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
<u>Southeast Health Professions Magnet</u>	<u>KCMO</u>	<u>Diploma</u>	<u>YES</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	<input checked="" type="radio"/> NO
Special:			

### EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☒ No ☐

Name and Address of Employer Labor Smart KCMO Jay Lewis (816) 446-4084

Type of Business temp Telephone No. (816) 446-4084 Supervisor's Name Jay Lewis

Your Position and Duties I hold different positions. I banquet serve. I do clean-up work @ the stadium, cashier, I have held lead positions in janitorial.

Dates of Employment: From 2017 To Currently

Reason for Leaving: currently there, work is a little slow

Name and Address of Employer Mega Wash Laundry

Type of Business washhouse Telephone No. (816) 492-5070 Supervisor's Name Jennifer

Your Position and Duties laundry attendant, my job was to keep laundry mat clean as well as the restroom. Assist any patrons with supplies or answers for their questions.

Dates of Employment: From 9-29-18 To 6-1-19

Reason for Leaving: Pay rate was still under \$9.00 hrly, no benefits and not enough hours.

Name and Address of Employer Aerobit Out Sourcing

Type of Business temp Telephone No. ( ) Supervisor's Name

Your Position and Duties I was housekeeping, laundry attendant, and lobby attendant also houseman

Dates of Employment: From 6-2018 To Currently  
(reactivating application, and updating information)

Reason for Leaving: still there

Name and Address of Employer

Type of Business  Telephone No. ( ) Supervisor's Name



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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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? Yes \_\_\_\_\_ No X

If so, describe: \_\_\_\_\_

#### JOB RELATED REFERENCES

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

Name: Charles McKenzie Telephone No. (816) 772-2115

Address KEN MO

Occupation: \_\_\_\_\_ Relationship: friend/ Number of Years Acquainted: 2  
co-worker

Name: DaShawn Edwards Telephone No. (816) 915-8880

Address KEN MO

Occupation: banquet, bartender Relationship: friend/ Number of Years Acquainted: 12  
co-worker

Name: Carmen Dydel Telephone No. (913) 601-2460

Address KEN MO

Occupation: Store manager Relationship: friend/ Number of Years Acquainted: 15  
family dollar manager

**Please Read Carefully, Initial Each Paragraph and Sign Below**

MAD

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.

MAD

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.

MAD

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, 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.

MAD

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.

MAD

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.

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

Applicant's Signature

Mission Delano Date June 12, 2019