

Interview Note Sheet

Applicant Information	
Name: <u>Rodney Mayfield</u>	Interviewer: <u>Diane Camera</u>
Date: <u>10/23/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeping</u>	Referred by: <u>Walkin</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>10/10</u>	<u>100</u> %

Seeking
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
<p><u>Phillips hotel - worked as a housekeeper.</u></p> <p><u>Worked at LLC Cleaning Co.</u></p>	<p>Total of _____ in Food Service/Hospitality</p>
P.O.S. Experience: Y / N details: _____	

Transportation	
Car <input checked="" type="checkbox"/>	Public Transit <input type="checkbox"/>
Carpool (Rider / Driver) <input type="checkbox"/>	
Regions Available to Work	
Kansas City, KS <input checked="" type="checkbox"/>	Overland Park, KS <input checked="" type="checkbox"/>
Kansas City, MO <input checked="" type="checkbox"/>	Independence, MO <input checked="" type="checkbox"/>

Certifications (if any)	
TIPS <input checked="" type="checkbox"/>	Serv-Safe <input checked="" type="checkbox"/>
LEAD <input checked="" type="checkbox"/>	Other _____
Will Submit <input type="checkbox"/>	
Availability	
Open <input checked="" type="checkbox"/>	AM only <input type="checkbox"/>
PM only <input type="checkbox"/>	Weekdays only <input type="checkbox"/>
Weekends only <input type="checkbox"/>	
Details: _____	

Uniforms Owned	
Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/>	Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input checked="" type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/>	Convention Candidate? <input type="checkbox"/> Other Languages Spoken: _____

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

First and Last Name: Rodney Mayfield
Email: _____
Phone number: 816-756-4885 / 816-541-5042

Working Experience:

Company Name: AGEN Products
Dates of Employment: 4-15-16 / 6-1-16
Job Responsibility:

- Stack paper plates inside boxes
- make boxes
- put them on a pallet
-

Company Name: LLC. Cleaning Co.
Dates of Employment: 10-12 / 7-14
Job Responsibility:

- Clean up After events
- Pick up trash
- blow / sweep / change trash cans
-

Company Name: Alled Staffin
Dates of Employment: 3/11 / 5-12
Job Responsibility:

- warehouse work
- cleaning up
- labeling
-

Skills

- hard worker
- fast learner
- lifting
-

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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 Rodney Mayfield Date: 10-23-17
 Home Telephone (816) 541-5042 Other Telephone (816) 756-4885
 Present Address 3014 Cleveland Kansas City MO. 64128
 Permanent Address, if different from present address: _____
 Email Address N/A

EMPLOYMENT DESIRED

Position applying for: OPEN Salary desired: OPEN

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? OPEN

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>OPEN</u>	<u>9:00</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u>OPEN</u>
PM	<u>3:00</u>	<u>5:00</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u>3:00</u>

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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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?
Westport High	Kansas City MO.		NO
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."		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 Aspen Products Inc

Type of Business Papper plate Telephone No. (816) 921-0234 Supervisor's Name Valleri

Your Position and Duties line worker / put plates in a box / stack them on a pallet / clean up Area

Dates of Employment: From 4/15 To 6/16 Weekly Pay: Starting 9.75 Ending 9.75

Reason for Leaving: My Son Got Sick

Name and Address of Employer LLC. Cleaning Co.

Type of Business Cleaning Telephone No. (816) 542-7055 Supervisor's Name John

Your Position and Duties Clean up After events / pick up trash / blow peanuts / sweep

Dates of Employment: From 10/12 To 7/14 Weekly Pay: Starting 11.00 Ending 11.00

Reason for Leaving: Seasonal

Name and Address of Employer Allied Staffing

Type of Business SA temporary Telephone No. (913) 428-2585 Supervisor's Name Veronica

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Your Position and Duties warehouse work / labeling / cleaning up / Sweeping / moping
make boxes

Dates of Employment: From 3/11 To 5/12 Weekly Pay: Starting 10.00 hr Ending 10.00 hr

Reason for Leaving: temporary jobs end

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: _____

JOB RELATED REFERENCES

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

Name: Essence Bonett Telephone No. (913) 602-7849

Address 3366 Forest Kansas City MO. 64109

Occupation: Home Health Nurse Relationship: friend Number of Years Acquainted: 10

Name: Alfreda Richardson Telephone No. (816) 830-8549

Address 4205 Monroe Kansas City MO. 64129

Occupation: House keeper Relationship: friend Number of Years Acquainted: 15

Name: Emma Beaver Telephone No. (816) 277-4416

Address 3100 E Spruce Kansas city MO. 64128

Occupation: Nurse Relationship: friend Number of Years Acquainted: 12

Please Read Carefully, Initial Each Paragraph and Sign Below

RM

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.

RM

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.

RM

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.

RM

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.

RM

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 Rodney Mayfield

Date 10-23-17

Name: Rodney Mayfield

Score 10/14

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?
be Caution / call office
10. What do you do if you find Lost and Found items in a guest rooms?
turn them in to Manger
11. Describe the difference between a disinfectant and a cleaning solution?

A spill of Juice can be cleaned up

A spill of blood need disinfected or Grease / oil of some kind



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017296145744DS

Report Prepared: 10/23/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Mayfield

First Name: Rodney

Date of Birth: 05/09/1982

Social Security Number: *** ** 7255

Hire Date: 10/23/2017

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

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/23/2017

Case Submitted By: SGON7369

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