

Interview Note Sheet

Applicant Information

Name: DaMarco Fillingsworth
 Date: 10-25-17
 Position (s) Applied for: Housekeeping, Dish

Interviewer: Shelby
 Rate of Pay: 9.25/11
 Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	8 /10	80 %	Housekeeping	10 /14 15	71 %

Full-Time
 Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

- Worked at Sonic
 - COOK, carhop, didn't
 - new management, didn't like
- Walk-in
- Full time
- Open availability

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: _____

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: Damarcu Killingsworth

Email: Ricu164@gmail.com

Phone number: (816)645-6663

Working Experience:

Company Name: Sunfresh

Dates of Employment: 3/16 8/17

Job Responsibility:

- Cashier
- Make salads, sandwiches,
- MOP, SWEEP, Clean meat slicers
- dishes

Company Name: Summit nursing home

Dates of Employment: 5/16 10/17

Job Responsibility:

- Buff, wax, strip; Mop, sweep
- Make beds,
- fix light repairs

Company Name: _____

Dates of Employment: _____

Job Responsibility:

-
-
-
-

Skills

-
-
-
-

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 Damarco Killingsworth Date: _____
 Home Telephone (____) _____ Other Telephone (816) 645-6663
 Present Address 3993 Topping Ave
 Permanent Address, if different from present address: _____
 Email Address Ricgj164@gmail.com

EMPLOYMENT DESIRED

Position applying for: House Keeping/dishwasher Salary desired: 10.00
 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 <u>AVAILABLE</u> <u>DAILY</u>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>Open</u>						
PM	<u>Open</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?
Hope Academy	Kansas City, MO	12th	Yes
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:			

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 Sunfresh 4040 mill st

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

Your Position and Duties Weigh meat, and make sure the meat slicer was
Clean after shift and sweep, and mop, also dishes

Dates of Employment: From 3/16 To 8/17 Weekly Pay: Starting 8.25 Ending 9.25

Reason for Leaving: Family passed away

Name and Address of Employer Summit Nursing Home

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

Your Position and Duties Floor tech, Make sure floors were cleaned
sweep, mop, Buff, Wax,

Dates of Employment: From 5/16 To 10/17 Weekly Pay: Starting 8.00 Ending 8.00

Reason for Leaving: Wasn't trying to pay the amount

Name and Address of Employer 3661 mill st

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

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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 _____ 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: Deil Willis Telephone No. (816) 288-6938

Address: 3611 Topping Ave

Occupation: Insurance Relationship: friend Number of Years Acquainted: 10+

Name: Damien Phillips Telephone No. (816) 645-1579

Address: 4311 Montgall

Occupation: floor tech Relationship: friend Number of Years Acquainted: 5+

Name: Regina Page Telephone No. (913) 515-5613

Address: 2416 Benton Ave

Occupation: Bank Relationship: neighbor Number of Years Acquainted: 10+

Please Read Carefully, Initial Each Paragraph and Sign Below

DK

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.

DK

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.

DK

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.

DK

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.

DK

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

Domino Hellmuth

Date

10/25

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	<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?
Immediately get rid of the furniture
10. What do you do if you find Lost and Found items in a guest rooms?
Return the the lost and found prevelian
11. Describe the difference between a disinfectant and a cleaning solution?
Disinfect is getting rid of a smell or
Cleaning solution clean the stained or messy area

Dishwasher Test

Score 80 / 10

- 1) After washing your hands, which item should be used to dry them?
 a) Clean apron
 b) Sanitized wiping cloth
 c) Single use paper towel
 d) Common used cloth

- 2) While washing dishes by hand, which item should you wear?
 a) Cutting glove
 b) Oven Mitt
 c) Rubber glove
 d) Nothing

- 3) When should you wash your hands?
 a) Before you start work
 b) After handling non-food items (garbage, money, cleaning chemicals)
 c) After using the restroom
 d) All of the above

- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
 a) True
 b) False

- 5) Which of the following could you be at risk for getting burned from?
 a) Steam from boiling pots
 b) Hot liquids (coffee, soup, tea)
 c) Hot equipment (ovens, pots, chafing dishes)
 d) Harsh chemicals
 e) All of the above

- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
 a) True
 b) False

- 7) What should you 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 immediately
 d) Not sure

- 8) When handling hot items you should?
 a) Wear rubber gloves
 b) No need to wear anything
 c) Use an oven mitt or dry cloth towel
 d) Nothing

- 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
 a) Rinsing
 b) Scraping
 c) Washing
 d) Sanitizing

- 10) What is the proper method for cleaning and sanitizing stationary equipment?
 a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 b) Spray with a sanitizing solution, then rinse with clean water and dry
 c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017298105424YM

Report Prepared: 10/25/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Killingsworth

First Name: Damarco

Date of Birth: 08/21/1991

Social Security Number: *** * 0078

Hire Date: 10/25/2017

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: 10/25/2017

Case Submitted By: SSHA2488

Closed On: 10/25/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED