

# Interview Note Sheet

Applicant Information	
Name: <u>Damarco Killingsworth</u>	Interviewer: <u>Shelby</u>
Date: <u>10-25-17</u>	Rate of Pay: <u>9.25-11</u>
Position (s) Applied for: <u>housekeeping, dish</u>	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	71 %

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

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <ul style="list-style-type: none"> <li>- worked at sonic</li> <li>- cook, carhop, didn't</li> <li>- new management, <del>didn't</del> like</li> <li>- walk-in</li> <li>- full time</li> <li>- open availability</li> </ul>

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

Transportation
<input type="checkbox"/> Car <input checked="" type="checkbox"/> Public Transit <input type="checkbox"/> Carpool ( Rider / Driver )

Regions Available to work
<input type="checkbox"/> Kansas City,KS <input type="checkbox"/> Overland Park,KS <input checked="" type="checkbox"/> Kansas City,MO <input type="checkbox"/> Independence,MO

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ Will Submit

Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only

Uniforms Owned
<input type="checkbox"/> 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 type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> 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: Damacco Killingsworth  
Email: Ricci164@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 Ricgjl64@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 AVAILABLE DAILY	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	12 <sup>th</sup>	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input 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."		<input checked="" type="radio"/> 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: Wasnt 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 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: Dell Wells 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**

Damarco Kellings

**Date**

10/25

Name: \_\_\_\_\_

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.
- |                                  |                      |
|----------------------------------|----------------------|
| <u>a) Floors</u>                 | <u>Daily/ Weekly</u> |
| b) Toilets and latrines          | <u>Daily/ Weekly</u> |
| <u>c) Carpets in guest rooms</u> | <u>Daily/ Weekly</u> |
| <u>d) Carpets in offices</u>     | <u>Daily/ Weekly</u> |
| <u>e) Soiled linen</u>           | <u>Daily/ Weekly</u> |
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 smen or  
Cleaning solution cleaning 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, chaffing 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