

# Interview Note Sheet

## Applicant Information

Name: Shakaylah Stephens	Interviewer: Steven Gonzalez
Date: 10/27/17	Rate of Pay:
Position (s) Applied for: Housekeeping	Referred by:

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	75 %

Seeking:
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

Shakaylah has housekeeping through Total of \_\_\_\_\_ in Food Service/Hospitality worked at the Marriott Hotel. Shakay has 8 yrs of temp agency. She also worked at UNKC as a cleaner.

- Public transit
- Seeking fulltime.

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

## Transportation

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

## Certifications (if any)

TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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## Availability

Open	AM only	PM only	Weekdays only	Weekends only
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## Details:

Bistro Chef Coat	Black Bistro Chef Pants	Tuxedo Knives Black Pants	1/2 Tuxedo Non-Slip Shoes	Black Vest Bow Tie	Long Black 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 425 • San Francisco, CA 94107

First and Last Name: Shakaylah Stephens  
Email: shakaylahs@yahoo.com  
Phone number: (812) 655-8525

### Working Experience:

Company Name: RiteWay Maintenance and Supply  
Dates of Employment: 01/06/17 - 10/02/17  
Job Responsibility:

- Vacuum
- Pull trash
- Keep glass cleaned
- Maintain bathrooms

Company Name: JSS Facility Services  
Dates of Employment: 01/27/16 - 05/02/17  
Job Responsibility:

- Clean desks
- Pull trash
- Vacuumed
- cleaned glass

Company Name: Villa Ventura Retirement + Community  
Dates of Employment: 03/31/2008 - 12/10/14  
Job Responsibility:

- buss /set tables
- take food orders / drink orders
- Pull trash
- dishwashing, light prep work.

### Skills

- Some hotel experience (1 1/2 months) - Good at beds, overall cleanliness and neat appearance
- housekeeping
- janitorial

## 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 Shakaylah R. Stephens Date: 10/27/17  
 Home Telephone (816) 655-8595 Other Telephone (816) 876-0653  
 Present Address 3702 E. 35th Street  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address shakaylahs@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Custodial, housekeeping Salary desired: \$9.50 +

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? 10/28/2017

*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	any	7	7	7	7	7	any
PM	any	5	5	5	5	5	any

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

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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.)

N/A

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Ruskin High School	Kansas City, MO	12	YRS
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:

Over 8 years custodial/janitorial experience, 1 month hotel 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 X If so, may we contact your current employer? Yes    No   

Name and Address of Employer Rite Way Maintenance and Supply (1300 700st Ave)

Type of Business Cleaning/janitorial Telephone No. (816) 474-3950 Supervisor's Name Thom Turner

Your Position and Duties Cleaner/janitor. I was a day porter my duties included cleaning all common areas, bathrooms, windows/glass, trash.

Dates of Employment: From 07/06/17 To 10/02/17 Weekly Pay: Starting \$10.00 Ending \$10.00

Reason for Leaving: Son had an emergency heart murmur situation, had to call in. Provided doctors excuses and verification, was still terminated.

Name and Address of Employer ISS Facility Services - 1826 Indiana

Type of Business Cleaning Telephone No. (816) 421-8088 Supervisor's Name Eric Petrig

Your Position and Duties Night cleaner - clean all desks, tables, floor as well as dusting, vacuuming, and pulled trash.

Dates of Employment: From 01/21/16 To 03/02/17 Weekly Pay: Starting \$9.00 Ending 9.00

Reason for Leaving: Company lost contract with client. No more work was available.

Name and Address of Employer Villa Ventura Retirement - 17100 Wornall

Type of Business Retirement Telephone No. (816) 941-0525 Supervisor's Name Paige Pratt

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Your Position and Duties Server/ Prep worker- serve /assist seniors take food orders, fill/fix drinks, bus/ set tables. dishwashing  
Prep hot/cold food.

Dates of Employment: From 03/31/2014 To 12/10/14 Weekly Pay: Starting \$10.00 Ending \$10.00

Reason for Leaving: Position was downsized, eventually laid off.

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: yes - Riteway Maintenance  
some heat murmer situation

## 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: Preannica Canady Telephone No. (816) 392-3213

Address: Virginia Beach, Virginia

Occupation: U.S. Army Relationship: friend of family Number of Years Acquainted: 10+

Name: Heather Hilt Telephone No. (913) 669-0158

Address: Ovland Park, Kansas

Occupation: Biology / Nature Major Relationship: former co-worker Number of Years Acquainted: 7+

Name: Shelley Cook or Keith Flowers Telephone No. (816) 668-8210

Address: Kansas City, MO

Occupation: Warehouseman Relationship: friend Number of Years Acquainted: 2

of family

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

SC 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.

SS. 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.

SS. 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.

SS. 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.

SS. 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

Shahzad Sh

Date

10/28/17

**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="checkbox"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="checkbox"/> Daily/ Weekly
c) Carpets in guest rooms	<input checked="" type="checkbox"/> Daily/ Weekly
d) Carpets in offices	<input checked="" type="checkbox"/> Daily/ Weekly
e) Soiled linen	<input checked="" type="checkbox"/> 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?  
*You immediately use the room phone and contact your supervisor.*
10. What do you do if you find Lost and Found items in a guest rooms?  
*You take them to the housekeepers office with housekeeping manager, or report them to security desk (depending on hotel)*

11. Describe the difference between a disinfectant and a cleaning solution?  
*The disinfectant cleaner is used to not only clean a spill, surface, or mess, it also kills germs, bacteria, and viruses. A cleaning solution only has the intended use of cleaning.*



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017301164121XV**

Report Prepared: 10/28/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: stephens

First Name: shakaylah

Date of Birth: 07/15/1989

Social Security Number: \*\*\* \* 5848

Hire Date: 10/27/2017

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 07/15/2018

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/28/2017

Case Submitted By: SGON7369

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