

Interview Note Sheet

Applicant Information

Name: <u>Janea Winchester</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>10/30/17</u>	Rate of Pay: <u>9-10</u>
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	/16

Seeking:
<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality
 Worked at cascade healthscrubs. She helped senior at the clinic. Cleaning rooms, providing service for the senior.

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/Honors

TiPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: _____

Uniforms/Equipment

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:

JANE A WINCHESTER
Email: SOULJOGGE201@gmail.com
Phone number: (800) 877-4483

Working Experience:

Company Name: Cascade Health Services

Dates of Employment: 05/12/2015 - Current

Job Responsibility:

- Cleaning
- Providing Healthcare to Residents
- Feeding
- Bathing

Company Name:

Dates of Employment:

Job Responsibility:

-
-
-
-

Company Name:

Dates of Employment:

Job Responsibility:

-
-
-
-

Skills

- Cleaning
- Nursing / CPR
- Customer Service

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 Janea Winchester Date: 10/30/2017
 Home Telephone (816) 877-4483 Other Telephone (816) 522-8699
 Present Address 4013 Sales Ave Kansas City Missouri, 64106
 Permanent Address, if different from present address: _____
 Email Address SDH109096201@gmail.com

EMPLOYMENT DESIRED

Position applying for: House Keeping Salary desired: \$10.00 / \$89.75

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 and fill in proper name of source):

Referral Name of Referral Tonita Dickerson 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? 11/1/17

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	8 AM	8 AM	8 AM	8 AM	8 AM	8 AM
PM	5 PM	5 PM	5 PM	5 PM	5 PM	5 PM	5 PM

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?
Manziel Career	Kansas City/MO	2007	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: CNA, CPR, Level med aide			

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 Cascade Health Services - 1045 Swift

Type of Business Nursing Telephone No. (816) 229 5800 Supervisor's Name Sarah Sawyer

Your Position and Duties doing jobs at different facility taking care of elderly people.

Dates of Employment: From 4/2015 To Weekly Pay: Starting \$116.25 Ending

Reason for Leaving: still there part time self schedule

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:

Name and Address of Employer

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

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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: XID

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: Deonna Davis Telephone No. (816) 301-8666
Address _____

Occupation: Sale Rep Relationship: Supervisor Number of Years Acquainted: 1 year

Name: Bria Emerson Telephone No. (816) 569-2596
Address 1030 College Ave KC MO 64130

Occupation: Nursing/Chasade Relationship: Co-Worker Number of Years Acquainted: 2 yrs
Name: _____ Telephone No. (____)

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

S. J.
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.

S. J.
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.

S. J.
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.

S. J.
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.

S. J.
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

Date

10/30/2017

Name: JANETA Winchester

Score 13/14

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/ <input checked="" type="radio"/> Weekly
b) Toilets and latrines	Daily/ <input checked="" type="radio"/> Weekly
c) Carpets in guest rooms	Daily/ <input checked="" type="radio"/> Weekly
d) Carpets in offices	Daily/ <input checked="" type="radio"/> Weekly
e) Soiled linen	Daily/ <input checked="" 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?
Not frell Mahagel
10. What do you do if you find Lost and Found items in a guest rooms?
Return to Hotel Lost / Found
11. Describe the difference between a disinfectant and a cleaning solution?
Disinfectant Clean all Germs and Cleansing Solution just Clean certain area may not Disinfect.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017304124746KN

Report Prepared: 10/31/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: winchester

First Name: janea

Date of Birth: 09/02/1989

Social Security Number: ***-** 4713

Hire Date: 10/30/2017

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: 09/02/2023

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/31/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED