



Name: Tonita Dickerson Inez

Taborca ID: 42946

Date of Hire: 16/30/17

Date of Re-Act:   /  /  

Employee Set up

- E-verify #: 20173041221467
- Hire Right Sections 1 & 2
- Background Check (Asurint)
- Direct Deposit (Scan to Payroll) or Global Cash Card

- Attended New Hire Orientation:

10/31/17

- Added to Orientation Time Sheet
- New Hire List
- Check Taborca Profile (All fields)
- Upload Resume
- Food Handler's Card Status N/A

# Interview Note Sheet

## Applicant Information

Name: <u>Tanita Dickerson</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

Job	Score	%	Job	Score	%
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	85 %

Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

Tanita Dickerson has customer experience, and cleaning experience. Total of \_\_\_\_\_ in Food Service/Hospitality worked at children mercy clinic, cleaning rooms, bathrooms, etc.

## 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 (many)

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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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Janita Dickerson  
Email: Janita Dickerson  
Phone number: 816-694-3613

Working Experience:

Company Name: Centrixex

Dates of Employment:

Job Responsibility:

- Contact overdue accounts
- Collect previous outstanding balance
- 
- 
- 

Company Name: Contingus

Dates of Employment:

Job Responsibility:

- maintain payments for past due
- report to manager
- 
- 
- 

Company Name: WBM

Dates of Employment:

Job Responsibility:

- Clean bathrooms
- Hallways
- Elevators
- 

Skills

Proficient in Microsoft Word

- Certified nursing assistant
- Leadership skills
- Excellent communication
- Organization

## 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 Tonita Dickerson Date: 10-30-17  
 Home Telephone (816)694-3613 Other Telephone (    )  
 Present Address 4013 Askew KC MO 64136  
 Permanent Address, if different from present address:  
 Email Address tonitadickerson@gmail.com

### EMPLOYMENT DESIRED

Position applying for: House Keeping Salary desired: \_\_\_\_\_  
 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 Arielle Clark 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
	<u>Mornings</u>						
AM	<u>9 am</u>						
PM	<u>3 pm</u>						

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

12-15-17 12-15-17 thru 12-18-17

### 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

Arielle Clark

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.)

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## EDUCATION & SKILLS

NAME OF SCHOOL Hillside Job Corps	CITY & STATE Manhattan KS	GRADE OR DEGREE COMPLETED GED	DID YOU GRADUATE? Yes
Cleveland Job Corps	Cleveland OHIO		
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 Contractex 10310 W 84th Ter, Lenexa, KS

Type of Business Loan Company Telephone No. 931-744-3400 Supervisor's Name Matt Lawson

Your Position and Duties Contact Outside Accounts - Collection agent

Dates of Employment: From 7/17 To 10/17 Weekly Pay: Starting 13 Ending 13

Reason for Leaving: Too Far

Name and Address of Employer Convergys 400 N Rodgers Rd. Olathe, KS 66062

Type of Business Call Center Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Deborah Morgan

Your Position and Duties Collections

Dates of Employment: From 3/16 To 9/17 Weekly Pay: Starting 11 Ending 11

Reason for Leaving: Family Crisis

Name and Address of Employer \_\_\_\_\_

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

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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: Demonte Morgan Telephone No. 816, 541 9485

Address 2302 Montgat KCmo 64129

Occupation: Supervisor Relationship: Former Supervisor Number of Years Acquainted: 5

Name: Gabriella Rodriguez Telephone No. 913, 216 4062

Address 8653 E 109th KCmo 64134

Occupation: Career Specialist Relationship: Career Specialist Number of Years Acquainted: 6

Name: Tonita Cowans Telephone No. 816, 678 - 8743

Address 7000 Cleveland Ave. 64132

Occupation: Receptionist Relationship: Ex Supervisor Number of Years Acquainted: 10+

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

ID

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.

ID

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.

ID

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.

ID

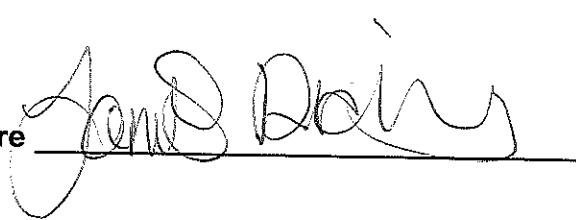
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

ID

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

10-13-17

Name: Janita Dickerson

Score 12/14

85

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?  
*Get management know*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Put in designated lost and found place*
11. Describe the difference between a disinfectant and a cleaning solution?  
*disinfectant cleans all germs  
solution is for spills*



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number:** 2017304122146LF

Report Prepared: 10/31/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Dickerson

First Name: Tonita

Date of Birth: 12/18/1989

Social Security Number: \*\*\*-\*\* 2137

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: 12/18/2023

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/31/2017

Case Submitted By: SGON7369

## SENSITIVE BUT UNCLASSIFIED