

Acrobat

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Your Hospitality Staffing Professionals

Name: Tanita Dickerson Inez

Taborca ID: 42946

Date of Hire: 10/30/17

Date of Re-Act: / /

Employee Set up

- ☒ E-verify #: 2017304122146F
- ☒ 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 #102</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	12/16	85 %

<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths

Tanita Dickerson has customer experience, and cleaning experience. worked at children mercy clinic, cleaning rooms, bathrooms, etc.

Total of _____ in Food Service/Hospitality

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

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: Tanita Dickerson
Email: Tanita Dickerson
Phone number: 816-6443613

Working Experience:

Company Name: Centrimex

Dates of Employment: _____

Job Responsibility:

- Contact overdue accounts
- Collect previous outstanding balance
-
-

Company Name: Convergus

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 micro 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 Ashew Kcmo 64130
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
AM	<u>morning</u> <u>9am</u>						
PM	<u>3pm</u>						

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

EDUCATION & SKILLS

NAME OF SCHOOL <u>Hint Hills Job Corps</u>	CITY & STATE <u>manhattan KS</u>	GRADE OR DEGREE COMPLETED <u>GED</u>	DID YOU GRADUATE? <u>YES</u>
<u>Cleveland Job Corps</u>	<u>Cleveland OHIO</u>		
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>YES</u>	NO
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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 Contrinex 10310 W 84th Terr Lenexa, KS
Type of Business loan company Telephone No. 913, 744-3400 Supervisor's Name Matt Lawson
Your Position and Duties contact overdue 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 W Rodgers Rd. Olathe, KS 66062
Type of Business Call center Telephone No. () Supervisor's Name Deamonte Morgan
Your Position and Duties Collection

Dates of Employment: From 3/16 To 4/17 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: Diamond Morgan Telephone No. (816) 541-9485

Address: 2302 Montgal 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

TD 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.

TD 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.

TD 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.

TD 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.

TD 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

James B. Davis

Date

10-13-17

Name:

Tanita Dickerson

Score 12/14

Housekeeping Test

85%

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 ☐ Weekly
 - b) Toilets and latrines ☒ Daily ☐ Weekly
 - c) Carpets in guest rooms ☒ Daily ☐ Weekly
 - d) Carpets in offices ☒ Daily ☐ Weekly
 - e) Soiled linen ☒ 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? Let 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