

Interview Note Sheet

Applicant Information

Name: <u>Geraldine Washington</u>	Interviewer: <u>Diane Camera</u>
Date: <u>11/2/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeping</u>	Referred by: <u>Craig List</u>

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	11/14	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

She has moved from Springfield, Mo. **Total of _____ in Food Service/Hospitality**

Over 5 years of housekeeping experience. Cleaned up to 23 rooms per day.

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

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:

Geraldine Washington

4030 Troost Ave Unit 6- 3s
Kansas City, MO, 64110
816-315-3135
gerid0403@gmail.com

WORK EXPERIENCE

SHERATON SUITES COUNTRY CLUB PLAZA, Kansas City, MO

Room attendant, Mar 2017 – Sep 2017

- Cleaned, replenished, dust, vacuum etc. all assigned check outs and stay overs had that day

Housekeeping, Oct 2016 – Jan 2017

FOCUS TEMP AGENCY, Springfield, MO

Machine operator, Aug 2015 – Dec 2016

- Ran machines had to check parts that came from machine to see if they was not defected and had to be put to said to go in grinder all good parts measured and pack in correct container and put in front for QA to inspect and give okay for them to be label and sent to warehouse til ship to company that order parts

DILLIONS, Springfield, MO

Deli & Cashier, Jun 2011 – Mar 2012

- Started as a deli clerk where I cooked and prepared different foods for hot and cold bar and also cut meats & cheese for guest upon order and to make sandwiches for the grab and go. Then move up to front to be a cashier where I greeted guest help if needed help with finding things and ringing them up when they was ready to go home and done shopping

PRICE CUTTER, Springfield, MO

Deli/bakery and cashier, Apr 2009 – Oct 2010

- Help boss with truck orders and schedule, ran shifts, train new hires, help assist with cake orders such as writting on them or decorating.

GOLDEN CORRAL, Springfield, MO

Cook/crew leader/asst. manger, Jan 2007 – Mar 2008

- Started off as just a cook in the kitchen moved up to be a crew leader where I ran shifts, train new hires prepared food and back up for lunch and dinner rush keeping the bar filled with fresh food and clean

JMS PLASTICS, South Bend, Indiana

Machine operator & QA, Jul 2004 – Mar 2006

EDUCATION

Ozark Technical community college, Springfield, Mo

Completed coursework towards Nursing, Jan 2011

Penmac Building, Springfield, Mo

G. E. D, Nov 2006 – Mar 2007

ADDITIONAL 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 Coraldine Annelle Robinson Date: Nov. 2, 2017
 Home Telephone (816) 729-1549 Other Telephone (816) 309-5592
 Present Address 4014 Troost Ave #15
 Permanent Address, if different from present address: _____
 Email Address gerid0403@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping, open Salary desired: 9.00

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? Nov. 3, 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	7am	7am	class 10:30	7am	class 10:30	7am	7am
PM	7pm	7pm	10:30 - 10P	7pm	10:30 - 10P	7pm	7pm

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 ☐ city bus at the moment

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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outsourcing
Your Hospitality Staffing Professionals

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?
O.T.C	Springfield mo	1 1/2 yrs	No
penmac building / M.S.	11 " "	G.E.D	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: House keeping machine operator, Quality control, assembly line production			

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 Sharon 2100 Country Club Plaza
770 W. 47th St
 Type of Business Hotel Telephone No. (816) 931-4400 Supervisor's Name Brookline Lewis
 Your Position and Duties Room attendant

Dates of Employment: From 3/17 To 9/17 Weekly Pay: Starting \$10/hr Ending \$10/hr

Reason for Leaving: Quit due to surgery on arm

Name and Address of Employer Focus temp service 1801 W. Norton Rd
 Type of Business Temp Telephone No. (417) 833-8568 Supervisor's Name Naomi or Tonia
 Your Position and Duties Machine operator @ A.C. Buckhorn

Dates of Employment: From 9/15 To 2/17 Weekly Pay: Starting \$9 Ending \$9

Reason for Leaving: work through them when was not employed 7/7
moved here to A.C.

Name and Address of Employer _____

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

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outsourcing
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: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No ~~Yes~~
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: Bolinda Jones Telephone No. (408) 576-2235

Address _____

Occupation: _____ Relationship: Close friend & old co-worker Number of Years Acquainted: 10

Name: Charly Telephone No. (816) 922-9811

Address _____

Occupation: Hotel supervisor Relationship: friend Number of Years Acquainted: 2 months

Name: _____ Telephone No. (____) _____

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

GBL 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.

GBL 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.

GBL 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.

GBL 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.

GBL 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

Ardding Zekher

Date

11/21/17

Name: Coradine Washington

Score 11 / 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 / ☐ 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 the boss know soon as discover

10. What do you do if you find Lost and Found items in a guest rooms?

turn it in to Lost in Found after you put

11. Describe the difference between a disinfectant and a cleaning solution?

note with date found
pm # and your
initials

Cleaning solutions is just a
little stronger chemical for
tubs and toilets mainly but but
disinfects, kills germs and other things



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017306170638NT

Report Prepared: 11/02/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Washington

First Name: Geraldine

Date of Birth: 03/14/1984

Social Security Number: *** ** 8940

Hire Date: 11/02/2017

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: 11/02/2017

Case Submitted By: SGON7369

Closed On: 11/02/2017

Closed By: SGON7369

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED