

Interview Note Sheet

Applicant Information

Name: Ismael Ortiz

Date: 11/3/17

Position (s) Applied for:

Housekeeping / Dishwashing / Houseman

Interviewer: Steven Gonzalez

Rate of Pay: 9-11

Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>10/11</u>	<u>75</u> %

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

Relevant Experience & Summary of Strengths

Ismael has a fulltime job at the moment, However Total of _____ in Food Service/Hospitality
Ismael is currently working at St. Lukes hospital. Is seeking more work.

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:

Ismael Ortiz

Kansas City, MO 64128

ismaelortiz38_gvd@indeedemail.com - (559)720-6159

To be a great team member to provide excellent service to our customers.

WORK EXPERIENCE

Hospital Janitorial

ABM Industries, Inc. - Kansas City, MO - Present

Clean hospital suites by removing all trash, dust mop and wet mop floors.

Clean restrooms for next day use wipe down windows. Dust furniture and polish stainless objects. Lock up doors after every night.

Warehouse Worker

Viva Fashion Mart - Kansas City, MO - 2013-07 - 2015-05

Alarming clothing and hang on rack by size and color code.

Sweep and mop store floor areas.

Count deliveries and place product by style number. Keep work area clean and organized.

EDUCATION

Graduate Clovis West High School

2008-06

SKILLS

Bilingual Spanish

CERTIFICATIONS/LICENSES

certified CPR

Present

ADDITIONAL INFORMATION

I have several years working in commercial janitorial. I have my own transportation to get to work on time with open availability.

Thank you for your time and consideration.



PLEASE PRINT

EMPLOYMENT DESIRED

No.

PERSONAL INFORMATION

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

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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?
Clovis West	Ca, Fresno		yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> 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 ABM Janitorial

Type of Business Janitorial Telephone No. (816) 283-8404 Supervisor's Name Matt/La

Your Position and Duties Hospital custodian, present.

Dates of Employment: From 7-17-12 To 4-8-15 Weekly Pay: Starting 8.50 Ending 9.20

Reason for Leaving: _____

Name and Address of Employer Viva Fashion

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

Your Position and Duties Warehouse

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer Farm Labor

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

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Your Hospitality Staffing Professionals

Your Position and Duties Farm Labor

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: moved out of town

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: Dr. Jan Simpson Telephone No. (559) 455-7888

Address Fresno, CA

Occupation: Real Estate Relationship: Good Friend Number of Years Acquainted: 7

Name: Albania Chavez Telephone No. (816) 921-0464

Address Kansas, MO

Occupation: self-employ Relationship: Mentor Number of Years Acquainted: 4

Name: Richard Powers Telephone No. (559) 251-2605

Address _____

Occupation: Retired Relationship: Bouncer Number of Years Acquainted: 8

Please Read Carefully, Initial Each Paragraph and Sign Below

I.O 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.

I.O 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.

I.O 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.

I.O 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.

I.O 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** 11-3-17

Name: Ismail Ortiz

Score 10/14

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. Yes.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. False
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? Inform supervisor, and clean properly.
10. What do you do if you find Lost and Found items in a guest rooms? Turn into supervisor.
11. Describe the difference between a disinfectant and a cleaning solution? Disinfectant is stronger solution.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017308115102MZ

Report Prepared: 11/04/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Ortiz

First Name: Ismael

Date of Birth: 07/17/1990

Social Security Number: *** ** 8717

Hire Date: 11/03/2017

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: 11/04/2017

Case Submitted By: SGON7369

Closed On: 11/04/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED