

## Interview Note Sheet

Applicant Information	
Name: Phillip Blewett	Interviewer: Steven Gonzalez
Date: 11/21/17	Rate of Pay: 9-11
Position(s) Applied for: Prep Cook, Grill Cook, Dishwashing/Housman	Referred by:

Job Objectives					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	7/10	%	Housekeeping	8/11/11	%

Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
Total of _____ in Food Service/Hospitality	
Phillip Blewett has hotel and retail experience. Phillip is a former employee for Carolls Tires. He also worked at Adams Mark Hotel as a houseman.	
- Seeking fulltime work on the bus line only.	

P.O.S. Experience: Y / N details: _____	
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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

Available Days				
Open	AM only	PM only	Weekdays only	Weekends only
Details: _____				

Uniforms Required						
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie	
Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie	
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: Phillip Blewett  
Email: blewett.phillip@yahoo.com  
Phone number: (816) 328-6834 (816) 984-9349

### Working Experience:

Company Name: Caroll's Tires

Dates of Employment: 05/17

Job Responsibility:

- Organized Tires
- PUT onto trucks
- Tires OFF floors
- Environmental service

Company Name: Adam Mark Hotel

Dates of Employment: 10/16

Job Responsibility:

- Emptied all trash
- Stripped rooms sometime made bed
- Vacuum all floors
- wiped down all stair rails and elevators

Company Name: Goodmans

Dates of Employment: 07/14

Job Responsibility:

- Opened boxes full of merchandise
- Organized items
- Made sure there is a clear pathway for customers
- Pulled all shopping carts in store

### Skills

- Math Skill
- Computer
- Operating Machinery
- Custodial
- Hotel

## 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 Phillip Blewett Date: 11/02/17  
 Home Telephone (816) 328-6834 Other Telephone (816) 984-9349  
 Present Address 918 E. 9th St.  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address blewett@blewett.phillip@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Houseman/Dishwasher/Housekeeper Salary desired: \$9.50  
 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 Julie 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? 11-03-17

*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	7:00	7:00	7:00	7:00	7:00	7:00	7:00
PM	10:00	10:00	10:00	10:00	10:00	10:00	10:00

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.)

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## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Paseo High School	Kansas City, MO	Diploma	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: Housekeeping, Houseman, Dishwasher			

## 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 Carroll's Tires

Type of Business Tires Telephone No. (816) 886-0622 Supervisor's Name Kelly

Your Position and Duties Basically organized tires, put onto trucks, make sure all tires was off the floors, and environmental Service

Dates of Employment: From 05/17 To 08/17 Weekly Pay: Starting \$10.50 Ending \$10.50

Reason for Leaving: Temporary

Name and Address of Employer Adam's Mark Hotel

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

Your Position and Duties Emptied all trash, stripped rooms, sometime made beds, vacuum all floors, wiped down stair rails and elevators, and greeted customers.

Dates of Employment: From 10/16 To 02/17 Weekly Pay: Starting \$9.50 Ending \$9.75

Reason for Leaving: Seasonal

Name and Address of Employer Gordmans

Type of Business Retail Telephone No. (816) 358-0566 Supervisor's Name Vanessa

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Your Position and Duties Opened boxes with merchandises, put merchandise in order, then put on the shelves, pulled all shopping in store, greet customers, and made sure it was a clear pathway.

Dates of Employment: From 07/14 To 04/15 Weekly Pay: Starting \$9.75 Ending \$9.75

Reason for Leaving: Seasonal

Name and Address of Employer Walmart

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

Your Position and Duties Unloading palets, putting merchandise on shelves, bring all shopping carts in store, greet customer, and make sure there is a clear pathway for customers

Dates of Employment: From 1/2 To 1/3 Weekly Pay: Starting \$9.50 Ending \$9.50

Reason for Leaving: School

Have you ever been fired from any previous place of employment? If so, please explain: No

## 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: Jasmine Telephone No. (913) 306-0946

Address \_\_\_\_\_

Occupation: Receptionist Relationship: Friend Number of Years Acquainted: 3

Name: Nikki Nelson Telephone No. (\_\_\_\_)

Address \_\_\_\_\_

Occupation: Dietary Relationship: Co Worker Number of Years Acquainted: 2

Name: Velma Wilson Telephone No. (816) 984-9349

Address 2658 E. 26th St

Occupation: \_\_\_\_\_ Relationship: Co Worker Number of Years Acquainted: 8

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

PB

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.

PB

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.

PB

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.

PB

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.

PB

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

Philip Blawett

Date

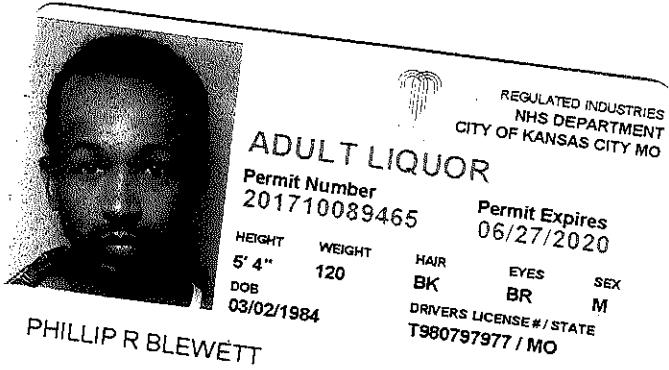
11/02/17

**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
<input checked="" type="radio"/> 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?  
*I think let the supervisor know*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Turn it to the supervisor so she can contact that person*
11. Describe the difference between a disinfectant and a cleaning solution?  
*Disinfectant kills germs and bacteria.  
Cleaning solution is about the same but make sure there are no stains or spots.*

- b 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
  - b) Sanitized wiping cloth
  - c) Single use paper towel
  - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
  - b) Oven Mitt
  - c) Rubber glove
  - d) Nothing
- d 3) When should you wash your hands?
- a) Before you start work
  - b) After handling non-food items (garbage, money, cleaning chemicals)
  - c) After using the restroom
  - d) All of the above
- a 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
  - b) False
- e 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
  - b) Hot liquids (coffee, soup, tea)
  - c) Hot equipment (ovens, pots, chafing dishes)
  - d) Harsh chemicals
  - e) All of the above
- a 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
  - b) False
- C 7) What should you 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 immediately
  - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
  - b) No need to wear anything
  - c) Use an oven mitt or dry cloth towel
  - d) Nothing
- C 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
  - b) Scraping
  - c) Washing
  - d) Sanitizing
- a 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
  - b) Spray with a sanitizing solution, then rinse with clean water and dry
  - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
  - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution



\*Not to be used as a valid form of



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017308113349RM**

Report Prepared: 11/04/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Blewett

First Name: Phillip

Date of Birth: 03/02/1984

Social Security Number: \*\*\* \*\* 5089

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