

# Interview Note Sheet

## Applicant Information

Name: <u>Myra Williams</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>11/03/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeper</u>	Referred by: <u>Area list, Indeed</u>

## Test Scores

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

Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

**Total of \_\_\_\_\_ in Food Service/Hospitality**

Previous Job was the Marriott by the plaza.  
Worked for 6 months there.

Worked at Adam's Mark Hotel for 5 years.

Cleaned up to 24 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 (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:

# Myca Williams

Kansas City, MO 64134  
mycawilliams4\_qq6@indeedemail.com - 8166065216

## WORK EXPERIENCE

### **Housekeeping**

ADAMS MARK HOTEL coco keys water resort - Kansas City, MO - 2012-04 - 2016-09

Responsible for a daily board of guest rooms to be cleaned according to company standards, report all maintenance issues following up to make sure issues are resolved service extended stay guest rooms maintaining all public areas attending to guest request resolving any guest issues clean and maintain housekeeping carts stocking product and equipment needed daily

## EDUCATION

### **Associate of applied science in Limited scope X-ray technician/medical assistant**

Cambridge Institute of Allied Health & Technology - Denver, CO  
2001-02 - 2003-05

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name:

Mica Williams  
Email: MikaWilliams1044@gmail.com  
Phone number: 816 406 5216

### Working Experience:

Company Name: Adams Mark

Dates of Employment: 4-12-14 - 9-21-14

Job Responsibility:

- Cleaning Rooms according to Company standards
- Provided Extended Stay SERVICE
- Stocking Supplies
- Reported Maintenance Issues

Company Name: Court yard Marriott

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- Cleaned Rooms
- Cleaned Linen
- 

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 

### 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 Myca Renee Williams Date: 11/3/17  
 Home Telephone (816) 466-8216 Other Telephone ( )  
 Present Address 8301 Longview Rd  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: House Keeping Salary desired: 10.00  
 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? \_\_\_\_\_

*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>7AM</u> -						<u>10PM</u>
PM	<u>5pm</u> -						<u>10PM</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_ NO

### 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

# Acrobat

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?
Cambridge College	Aurora, Co	AS	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:			

## 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 Concierge Ward Merchant  
 Type of Business Hotel Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Brian Toliver  
 Your Position and Duties Housekeeper

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting 16.00 Ending 16.00

Reason for Leaving: Hours were not good

Name and Address of Employer Adams Mark Hotel

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

Your Position and Duties House Keeping

Dates of Employment: From 4/12/14 To 9/21/16 Weekly Pay: Starting 7.25 Ending 9.00

Reason for Leaving: Looking for better pay and work

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

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

# Acrobat

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

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: Kobbie Alberts Telephone No. (816) 433-9851

Address: 8304 Longview Rd.

Occupation: Home Depot Relationship: Family friend Number of Years Acquainted: 20

Name: Donald Davis Telephone No. (816) 442-9384

Address: \_\_\_\_\_

Occupation: Home Depot Relationship: Friend Number of Years Acquainted: 5

Name: AKita Roberts Telephone No. (816) 499-9031

Address: 11362 Delmer Ave

Occupation: House Keeping Relationship: Family friend Number of Years Acquainted: 6

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

*MW* 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.

*MW* 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.

*MW* 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.

*MW* 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.

*MW* 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

*M. G. L.* 11/3/17

Name: Myca Williams

Score 8/1401

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?  
*Kill the one you see immediately leave the room and inform supervisor*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Tag item with Date Room it and your initials and buy it Take it to supervisor immediately*
11. Describe the difference between a disinfectant and a cleaning solution?

*Disinfectant is in Bathrooms or ~~bed~~ Room  
 Can Be Left on Without Rinsing But  
 Cleaning Solutions Have to Be Rinsed off*



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017307163841QX**

Report Prepared: 11/03/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Williams

First Name: Myca

Date of Birth: 07/29/1975

Social Security Number: \*\*\* \*\* 7987

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: 11/03/2017

Case Submitted By: SGON7369

Closed On: 11/03/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED