

# Interview Note Sheet

## Applicant Information

Name: Ronnetsha Rabbly

Date: 11-7-17

Position (s) Applied for:

HOUSEKEEPING

Interviewer: Shelby

Rate of Pay:

Referred by:

DAMARCO Killingsworth

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	12/14 <u>100</u>	% <u>80</u>

Full-Time
Part-Time

## Relevant Experience/Summary of Strengths

Total of \_\_\_\_\_

*in Food Service/Hospitality*

- WORKS@ON CALL HOME CARE
- BEEN THERE 9 YEARS
- PART TIME
- HAS 10+ YEARS HOUSEKEEPING EXPERIENCE
- LOOKING FOR FULL TIME
- HAS UNIFORM

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

cademy?

Convention Candidate?

Other Languages Spoken:

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outsourcing

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

First and Last Name: Donisha Roodly  
Email: Donisharoodly51@gmail.com  
Phone number: 216 499-9200

### Working Experience:

Company Name: On call home care  
Dates of Employment: 08 / 17

Job Responsibility:

- Housekeeping
- Give Out Med's
- Cooking
- Transportation

Company Name: Walettiouse UPS  
Dates of Employment: 15 / 17

Job Responsibility:

- Pick And Pull
- 
- 
- 

Company Name: Royals Stadium  
Dates of Employment: 08 / 16

Job Responsibility:

- Line Cook
- Prep
- Cashier
- 

### Skills

- Walettiouse
- Housekeeping
- Caregiver
- Line COOK

## 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 Bonnesha Roddy Date: 11-7-14  
 Home Telephone ( ) Other Telephone (860) 499-9200  
 Present Address 2531 Kensington Ave  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address bonnesharoddy5@gmail.com

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ 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? AS

*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							
PM							

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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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: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: Donnisha Paddy

Score 12/14

Housekeeping Test

81

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?  
Tell Office
10. What do you do if you find Lost and Found items in a guest rooms?  
Tell Office
11. Describe the difference between a disinfectant and a cleaning solution?  
Disinfectant is for Toilets it looks different



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017311165727XW**

Report Prepared: 11/07/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Roddy

First Name: Ronnesha

Date of Birth: 03/01/1981

Social Security Number: \*\*\* \* 9106

Hire Date: 11/07/2017

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: 03/01/2022

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 11/07/2017

Case Submitted By: SGON7369

Closed On: 11/07/2017

Closed By: SGON7369

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

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