

Interview Note Sheet

Applicant Information

Name: <u>Stephanie Herron</u>	Interviewer: <u>Sturm Gonzalez</u>
Date: <u>11/20/17</u>	Rate of Pay: <u>6-11</u>
Position(s) Applied for: <u>Housekeeping</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	<u>10</u> / <u>10</u>	<u>100</u> %	Housekeeping	<u>11</u> / <u>16</u>	<u>78</u> %

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Stephanie is working at power and district. She is working part-time. She wants a second job, during the day and weekend.
 - Open during the day and weekends only.

Total of light in Food Service/Hospitality

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

Transportation

Car	Public Transit	Carpool (Rider / Driver)
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Regions Available to Work

Kansas City, KS	Overland Park, KS	Kansas City, MO	Independence, MO
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Certifications (Many)

TiPS	Serv-Safe	LEAD	Other	Will Submit
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Availability

Open	AM only	PM only	Weekdays only	Weekends only
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Details:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
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Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie	Other:
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Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Acrobat

outsourcing

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

First and Last Name: Stephanie Herron
Email: Stephanie.Herron.55@gmail.com
Phone number: 816-349-1258

Working Experience:

Company Name: Kemper Arena
Dates of Employment: 2-4-2000 - 7-8-2009
Job Responsibility:

- Cleaning - up, Arena LAY- off
- get supplies for the Rest Rooms
- Set - up for the next shows.

Company Name: Midland theater
Dates of Employment: 7-8-2010 - 2017

Job Responsibility:

- Clean - up And mop - sweep - van.
- Set - up for the next shows.
- HAVE Rest Rooms ready.

Company Name: Power - Light District
Dates of Employment: 6-28-2017 - present
Job Responsibility:

- walk the District, pick - up trash.
- Set up the next shows
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Skills

- CNA
- House Keeping
- Dietary
- Ware House



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 Stephanie Herron Date: 11-20-2017
Home Telephone (811) 349-1288 Other Telephone ()
Present Address _____
Permanent Address, if different from present address: 3525 Central Apt B
Email Address Stephanie.Herron.55@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping Salary desired: 10.00 - 11.00 hr
Are you currently registered with any staffing and/or employment agencies? If so, please list No

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 Ronnie Perkins 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 soon as possible Yes

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>8-4 pm</u>	<u>8-4 pm</u>	<u>8-4 pm</u>	<u>8 am-4 pm</u>	<u>8-4</u>	<u>8-4 pm</u>	<u>8-4 pm</u>
PM	<u>1</u>						

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

Ronnie Perkins (Brother)

If hired, would you have a reliable means of transportation to and from work? Yes No metro bus

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 20. 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.)

N/A

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Southwest	K.C.MO	12+5	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: CNA - Ware House - House Keeping - Dietary			

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 Kemper Arena

Type of Business _____ Telephone No. (816) 394-3180 Supervisor's Name Jon Haws

Your Position and Duties House Keeper Supervisor

Clean-up

Dates of Employment: From 2000 To 2010 Weekly Pay: Starting 10.00 Ending 14.00 hr

Reason for Leaving: Lay-off

Name and Address of Employer midLand theater

Type of Business _____ Telephone No. (816) 283-9915 Supervisor's Name Jeff Whanton

Your Position and Duties House Keeper Supervisor

Clean-up

Dates of Employment: From 2010 To 2017 Weekly Pay: Starting 10.00 Ending 12.00 hr

Reason for Leaving: Slow ~~slow~~ work need more hrs. days

Name and Address of Employer Power & Light District

Type of Business _____ Telephone No. (816) 729-4988 Supervisor's Name Troy Anderson

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Your Position and Duties Cleaning it's a house keeper - Change-over
Clean-up

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: Jimmy Bowman Telephone No. (816) 446-8437

Address: 5510 Highland

Occupation: Cook Relationship: friend Number of Years Acquainted: 40 yr

Name: Marcell Brown Telephone No. (816) 335-8328

Address: 4711 Paseo Apt C

Occupation: Cook Relationship: friend Number of Years Acquainted: 30 yr

Name: Troy Anderson Telephone No. (816) 729-4988

Address: 1000 Main Apt F

Occupation: Supervisor Relationship: friend Number of Years Acquainted: 40 yr



Please Read Carefully, Initial Each Paragraph and Sign Below

S.H

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.

S.H

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.

S.H

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.

S.H

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.

S.H

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

Stephanie

Date

11-20-2017

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 78%
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	<input checked="" type="radio"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily/ Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily/ Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily/ Weekly
e) Soiled linen	<input checked="" type="radio"/> 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?
Call manager or supervisor
10. What do you do if you find Lost and Found items in a guest rooms?
turn-in
11. Describe the difference between a disinfectant and a cleaning solution?
No difference

Dishwasher Test

Score 10/10

100%

- 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

- 2) While washing dishes by hand, which item should you wear?
 - a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing

- 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

- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
 - a) True
 - b) False

- 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

- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
 - a) True
 - b) False

- 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

- 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

- 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

- 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



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017325144841CV

Report Prepared: 11/21/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Herron

First Name: Stenphanie

Date of Birth: 10/12/1964

Social Security Number: ***-**-8438

Hire Date: 11/21/2017

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: 11/21/2017

Case Submitted By: ECON7260

Closed On: 11/21/2017

Closed By: SGON7369

Closure Statement: The employee continues to work for the employer after receiving an Entertainment Allowance.

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