

Interview Note Sheet

Applicant Information	
Name: <u>Torrance Hunter</u>	Interviewer: <u>Shelly</u>
Date: <u>11-29-17</u>	Rate of Pay: <u>9.25-11</u>
Position (s) Applied for: <u>dish, housekeeping</u>	Referred by: <u>Tierra Abron</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	9 /10	90 %	Housekeeping	12/14 /16	86 %
Relevant Experience					

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

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

- has CIDP
- made it where he couldn't work for a year
- looking for overland park
- open to work weekends / holidays
- used to work Hampton Inn

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 _____

Availability

☒ Open ☐ AM only ☐ PM only ☐ Weekdays only ☐ Weekends only

Will Submit _____

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: _____

Could 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: Torrance Jaye Hunter
Email: Myforcen Hunter@gmail.com
Phone number: (913) 742-7734

Working Experience:

Company Name: Har-Lex Davidson
Dates of Employment: 03/16 to 10/16
Job Responsibility:

- Assembly line operator
-
-
-

Company Name: Musician Friends
Dates of Employment: 10/15 to 11/16
Job Responsibility:

- Package Handler
-
-
-

Company Name: PROLOGISTICS - Temp service
Dates of Employment: 4/13/18 to 8/1/19
Job Responsibility:

- warehouse call center
- Cleaning
-
-

Skills

- Typing
- Cleaning
- Sales Rep
-
-

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 Terrance Saxe Hunter Date: 05/22/1989
Home Telephone () N/A Other Telephone (913) 742-1734 cell
Present Address 3048 Scenter Pkwa
Permanent Address, if different from present address: _____
Email Address Mytorexenhunter39@gmail.com

EMPLOYMENT DESIRED

Position applying for: Warehouse/Cleaning/dish washer Salary desired: 12.00

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? ASAP

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	open						
PM	open						

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 ☐

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?
Ozanam private	421 E 13 th St Kcmo	11 Jr.	YES
Do you have any special licenses, certificates or special training? If so please list under "Special".			
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 PROLogistix Temp Service 100 NW Englewood Rd
Glendale, Mo
 Type of Business Temp Agency Telephone No. () Supervisor's Name CHRIS
 Your Position and Duties warehouse / cleaning kitchen / sale rep

Dates of Employment: From 06/14 To 08/15 Weekly Pay: Starting 12.00 Ending 14.00
 Reason for Leaving: didn't have enough jobs available / plus got a new job
 Name and Address of Employer Harley Davidson 9460 NW prairie view Rd
KCMO 64133
 Type of Business Telephone No. (816) 895-6972 Supervisor's Name TED
 Your Position and Duties Assembly line operator

Dates of Employment: From 03/16 To 01/17 Weekly Pay: Starting 13.00 Ending 13.25
 Reason for Leaving: left job
 Name and Address of Employer Matro PCS KCMO
 Type of Business phone store Telephone No. () Supervisor's Name MAIRA

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties Sales Representative

Dates of Employment: From 9/15 To 02/14 Weekly Pay: Starting 9.50 Ending 10.00

Reason for Leaving: wasn't making enough money plus no hours Reg

Name and Address of Employer Tops R Us distribution

Type of Business _____ Telephone No. (____) _____ Supervisor's Name P. C.

Your Position and Duties machine operator

Dates of Employment: From 7 months To _____ Weekly Pay: Starting 11.50 Ending 11.50

Reason for Leaving: Seasonal Job

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?
If so, describe: _____

Yes _____ No ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Charles McKenzie

Telephone No. (816) 469-7204

Address _____

Occupation: _____ Relationship: Friend Number of Years Acquainted: 13 yrs

Name: Chris Morrison

Telephone No. (816) 547-4465

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: Tierra Aborn

Telephone No. (816) 456-2868

Address _____

Occupation: _____ Relationship: friend Number of Years Acquainted: 7 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

TH 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.

TH 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.

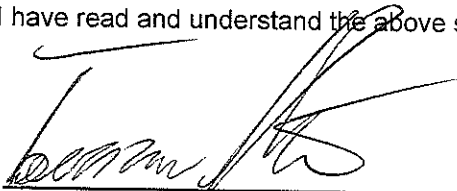
TH I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

TH 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.

TH 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

11/28/2017

Dishwasher Test

Score ⁹ / 10

- C 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
- B 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, chaffing 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
- A 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

Name: Torance Hunter

Score 12/14

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. F
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. T
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 a manager take of what I have on before being around anyone else
10. What do you do if you find Lost and Found items in a guest rooms? Take it to lost and found and tell Supervisor
11. Describe the difference between a disinfectant and a cleaning solution? Disinfecting a will kill the microscopic organisms as claimed on the label of particular product...
Ch Cleaning is basic like organizing