

# Interview Note Sheet

## Applicant Information

Name: Viola Benson

Date: 11-29-2017

Position (s) Applied for: Housekeeping

Interviewer:

Rate of Pay: 9.25-11

Referred by: Indeed

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	13/16	93%

Seeking:

☒ Full-Time

☐ Part-Time

## Relevant Experience & Summary of Strengths

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

Viola Benson is looking for a new full-time job. She is currently working at Mccrate Plaza. She is fulltime at this location. Her position is called Dietary aide/Server. Mccrate Plaza is a retirement home business. Viola wants a housekeeping position full-time. She is looking for a day time job prefer. She has a reliable vehicle.

(Side note:)

She pass her housekeeping test.  
Fine a hotel who is willing to travel.

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

## 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:

# Viola Benson

Kansas City, MO

violabenson4\_86i@indeedemail.com - 8167880225

Interview  
11-29-2017  
12:30

## WORK EXPERIENCE

### **Popeyes**

Fast Food franchise - Present

### **Warehouse Worker**

Orielly's Distribution Center - Kansas City, MO - 2015-08 - 2016-12

Unpacking and stocking parts on shelf using a scan gun

### **Cashier and Customer Service**

Henhouse - Kansas City, MO - 2012-08 - 2015-05

Assisting customers

## EDUCATION

Park Hill South High School

## SKILLS

Customer Service, Stocking, Cashier, Phones

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Viola Benson  
Email: Viola.Benson37@yahoo.com  
Phone number: (866) 788-0225

## Working Experience:

Company Name: McCrife Plaza

Dates of Employment: 6/2/16

Job Responsibility:

- Dietary Aid
- Cleaning
- 
- 

Company Name: Pizza Ranch

Dates of Employment: 8/14/15

Job Responsibility:

- Person of Sales
- Cleaning
- bussing
- 

Company Name: Ortiz's distribution center

Dates of Employment: 8/15

Job Responsibility:

- Scan gap gun
- Stocking and locating parts
- Cleaning
- 

## 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 Viola Benson Date: 11/29/17  
 Home Telephone ( ) \_\_\_\_\_ Other Telephone (816) 788-0225  
 Present Address 5513 NE Scandia Ln Kansas city MO 64118  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address ViolaBenson37@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: House keeping Salary desired: 10.50/11.00 hr  
 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? 11/30/17

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	8-5	open 8-5	open 8-5	8-5	8-5	8-5	8-5
PM	5pm	5pm	5pm	5pm	5pm	5pm	5pm

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.)

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Parkhill South High	Riverside, mo	12 <sup>th</sup>	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 Maerle Plaza

Type of Business Retirement home Telephone No. (816) 888-7930 Supervisor's Name Marc  
Your Position and Duties Dietary aide / server

Dates of Employment: From 6/21 To          Weekly Pay: Starting 10.20 Ending 10.51

Reason for Leaving:         

Name and Address of Employer Pizza Ranch

Type of Business Restaurant Telephone No. (816) 454-4444 Supervisor's Name Jeremy Cameron  
Your Position and Duties P.O.S (Person of Sale)

Dates of Employment: From 8/15 To 6/16 Weekly Pay: Starting 9.00 Ending 9.50

Reason for Leaving: better opportunity

Name and Address of Employer         

Type of Business Warehouse Telephone No. (816) 483-5522 Supervisor's Name Joyce

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Your Position and Duties Oriley's distribution

Dates of Employment: From 8/15 To 12/16 Weekly Pay: Starting 11.50 Ending 11.50

Reason for Leaving: Assignment Completed

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?  
If so, describe: \_\_\_\_\_

Yes \_\_\_\_\_ No X

## JOB RELATED REFERENCES

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

Name: Makayla Flores

Telephone No. (816) 352-6310

Address N/A

Occupation: med 4 home Relationship: friend

Number of Years Acquainted: 7 yrs

Name: Marchelle Sterling

Telephone No. (702) 327-7016

Address \_\_\_\_\_

Occupation: med 4 home

Relationship: old co-worker

Number of Years Acquainted: 5 yrs

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

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

Address \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_



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

UB 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.

UB 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.

UB 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.

UB 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.

UB 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 Niver Bustin Date 11/29/17

Name: Viola Benson

Housekeeping Test

Score 13/14

93

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?

Let a manager know asap so that they can come up with a solution to get rid of the bugs
10. What do you do if you find Lost and Found items in a guest rooms?

Return it to front desk or let a supervisor know that you found a lost item
11. Describe the difference between a disinfectant and a cleaning solution?

Cleaning removes germs and dirt, disinfecting kills germs on a surface or object.





SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017334124431EW**

Report Prepared: 11/30/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Benson

First Name: Viola

Date of Birth: 05/09/1996

Social Security Number: \*\*\* \*\* 3330

Hire Date: 11/29/2017

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: This document has no expiration date

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 11/30/2017

Case Submitted By: SGON7369

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