

Interview Note Sheet

Applicant Information

Name: Naidra Barnes

Date: 1/2/18

Position (s) Applied for:

Housekeeping / server

Interviewer: Steven Gonzalez

Rate of Pay:

Referred by:

Test Scores

Server	<u>22/35</u>	<u>63%</u>	Bartender	<u>/35</u>	<u>%</u>
Prep Cook	<u>/20</u>	<u>%</u>	Barista	<u>/15</u>	<u>%</u>
Grill Cook	<u>/40</u>	<u>%</u>	Cashier	<u>/15</u>	<u>%</u>
Dishwasher	<u>/10</u>	<u>%</u>	Housekeeping	<u>11/16</u>	<u>78%</u>

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Naidra is working for LSI Staffing. She wants to work for a different agency. Her availability is open. Total of _____ in Food Service/Hospitality

- work experience
- Research Medical Center
- Rehab Center
- Motel 6

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

Will Submit

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:

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outsourcing

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

First and Last Name: Nadra Barnes
Email: nadra.b44@gmail.com
Phone number: 816-259-8920

Working Experience:

Company Name: Research Medical Center
Dates of Employment: Oct 2017

Job Responsibility:

- Dishwashing, pots pans.
- Clean area
- Stock shelves
- retrieve items.

Company Name: NMPRC / Kebab Center
Dates of Employment: 2013 - 2017

Job Responsibility:

- House Keeping -
- Cashier
- stocking
- some catering assistance

Company Name: Motel 6
Dates of Employment: 2012 - 2013

Job Responsibility:

- House Keeping, change sheets/bedding, clean bathrooms
- vacuum, dry mopping wet mopping.
- Place towels, dust, clean windows.
- wash linen, towels,

Skills

- House Keeping - vacuum, dusting, mopping, sweeping
- Laundry - load towels bedding in washer, place in
- dry - fold, locate storage for laundry.
- Food Service - set tables - chairs, utensils, table cloths
- Serve food remove dirty dishes, clean dishes put away clean table clothes, dishes.

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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 Nadra Barnes Date: 1-2-18
 Home Telephone (816) 8259-8920 Other Telephone () _____
 Present Address 7700 Holmes Rd
 Permanent Address, if different from present address: _____
 Email Address nadra.b44@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping / Jan Service Salary desired: 10-12
 Are you currently registered with any staffing and/or employment agencies? If so, please list
LSI, INKO, Liberty
 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		6-2	6-2	6-2	6-2	6-2	
PM	4-10						4-10

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?
South East High	Kansas City MO	GED	yes
MWSU	St Joseph MO	Wired	NO
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: See additional paper work			

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 X If so, may we contact your current employer? Yes ___ No ___

Name and Address of Employer _____

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

Your Position and Duties _____

Dates of Employment: From 10-29 To 12-17 Weekly Pay: Starting 9.25 Ending 9.25

Reason for Leaving: lack of work

Name and Address of Employer LSI Staffing

Type of Business Staffing Telephone No. (816) 489-7850 Supervisor's Name Heather

Your Position and Duties Warehouse - Food Service - Clean-stock packing - Foodservice dish washer - line worker.

Dates of Employment: From 11-13 To 12-17 Weekly Pay: Starting 10.50 Ending 11.00

Reason for Leaving: Moved to K.C. MO

Name and Address of Employer Ac NMPRC - 3505 Frederick Ave

Type of Business Chhab Telephone No. (816) 387-2300 Supervisor's Name Ace Jackson

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Your Position and Duties Some house keeping, cashier, stock of cleaning, some catering assistance.

Dates of Employment: From 2-12 To 11-13 Weekly Pay: Starting 9.50 Ending 9.50

Reason for Leaving: better job.

Name and Address of Employer Motel 6 - Joyce Payne

Type of Business Motel Telephone No. (816) 232-2344 Supervisor's Name Willie Hampton

Your Position and Duties House keeper, clean rooms, laundry, assistance.

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: NO

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No X
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: Mr. Alvin Brooks Telephone No. (816) 719-0670

Address _____

Occupation: Retired Relationship: Family friend Number of Years Acquainted: 2

Name: Pastor Eric Williams Telephone No. (816) 921-16233

Address 2940 Holmes St. Kansas City MO

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

Name: Ollie Smith Telephone No. (816) 921-8187

Address 5240 Prospect

Occupation: Dental Assistant Relationship: Family friend Number of Years Acquainted: 30

Please Read Carefully, Initial Each Paragraph and Sign Below

NB 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.

NB 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.

NB 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.

NB 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.

NB 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

Nisha Bana

Date

1-2-18

Name

Nadra Barnes

Servers Test

Score 27 / 35

Multiple Choice

B 1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

A 2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

A 3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

A 4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

A 5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- d) All of the above

A 6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

A Scullery

E Queen Mary

A Chaffing Dish

G French Passing

B Russian Service

F Corkscrew

C Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water

~~B.~~ Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

C. Used to hold a large tray on the dining floor

~~D.~~ Area for dirty dishware and glasses

~~E.~~ Large metal shelving unit for prepared food to be held or for dirty trays to be stored

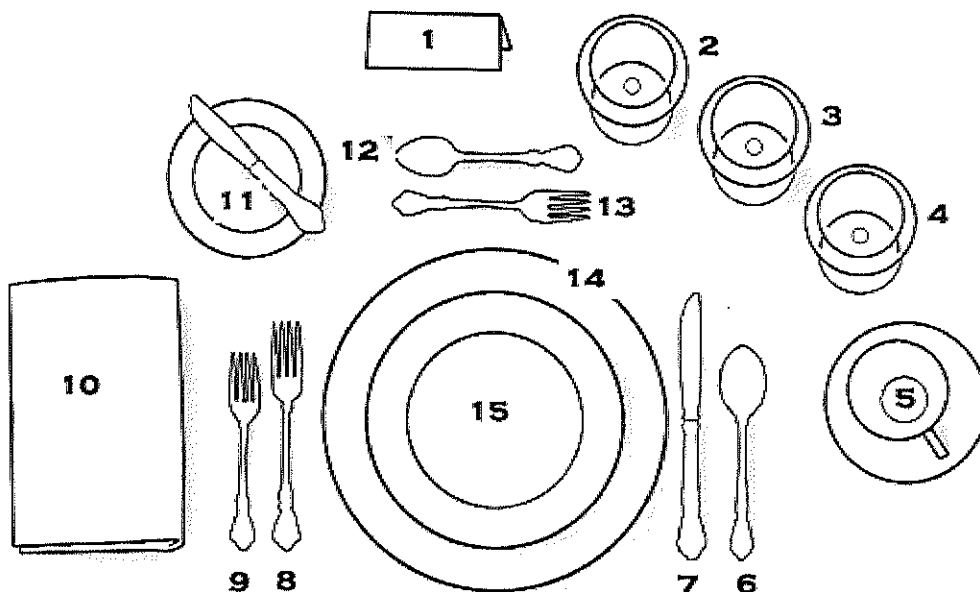
~~F.~~ Used to open bottles of wine

G. Style of dining in which the courses come out one at a time

Name Nadia Barnes

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>8</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>5</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>12</u> | Teaspoon | <u>3</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>2</u> | Wine Glass (White) |
| _____ | Water Glass | | |

Fill in the Blank

- The utensils are placed halfway inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar creamer
- Synchronized service is when: don't know
- What is generally indicated on the name placard other than the name? Set at table
- The Protein on a plate is typically served at what hour on the clock? _____
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
notify head of the house chef

Name: Nadra Barnes

Score 11 / 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.
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 | <u>Daily</u> / Weekly |
| b) Toilets and latrines | <u>Daily</u> / Weekly |
| c) Carpets in guest rooms | <u>Daily</u> / Weekly |
| d) Carpets in offices | <u>Daily</u> / Weekly |
| e) Soiled linen | <u>Daily</u> / 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?
Report it immediately.
10. What do you do if you find Lost and Found items in a guest rooms?
Turn Items in to supervisor.
11. Describe the difference between a disinfectant and a cleaning solution?
Disinfectant kills most bacteria,
Cleaning solution is mostly a allpurpose cleaner.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018005153541PG

Report Prepared: 01/05/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Barnes

First Name: Nadra

Date of Birth: 05/04/1970

Social Security Number: *** ** 0421

Hire Date: 01/05/2018

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: 01/05/2018

Case Submitted By: SSHA2488

Closed On: 01/05/2018

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED