

# Interview Note Sheet

## Applicant Information

Name: <u>Donald Wootten</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>1/19/18</u>	Rate of Pay: \$ <u>10</u>
Position(s) Applied for: <u>Dishwashing, Housekeeping</u>	Referred by:

## Test Scores

Test Scores		Test Scores		Test Scores	
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	9/10	99 %	Housekeeping	10/14	71 %

Job Type:
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

Total of 2 in Food Service/Hospitality

- Experience was as a dishwasher.
- prefer to fine work as a dishwasher
- prefer local area (Downtown)
- recruited from restart program.

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 Academy?	Convention Candidate?	Other Languages Spoken:
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Your Hospitality Staffing Professionals  
665 Third St., Suite 425 • San Francisco, CA 94107

First and Last Name: RONALD WOOTEN  
Email: One last time411@gmail.com  
Phone number: (415) 663-3889

### Working Experience:

Company Name: Protein House

Dates of Employment: 1/17 - 5/17

Job Responsibility:

- utilities man
- DISHwasher - SERVER
- DoOR Greeter
- BUSSer

Company Name: Start to Finish Construction

Dates of Employment: 5/17 - 10/17

Job Responsibility:

- foreman
- construction Dutie's until completed
- concrete Dutie's until completed
- 

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

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 

### Skills

- SERVER - DISHwasher - DoOR Greeter - BUSSer
- Room cleaning for Nursing Homes
- Janitorial
-



## 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 RONALD W MOTEN Date: 1-17-18  
Home Telephone (816) 663-3889 Other Telephone ( )  
Present Address 918 E 9th STREET KC MO 64106  
Permanent Address, if different from present address:         
Email Address Onelasttime411@gmail.com

### EMPLOYMENT DESIRED

Position applying for: ANY + All - houseman Salary desired: \$9.50 - \$10.00  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
EXPRESS STAFFING  
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 RESTART INC. 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? DATE of App

*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	↔	↔	↔	↔	↔	OPEN
PM	OPEN	↔	↔	↔	↔	↔	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? N/A  
Do you have friends or relatives working for Acrobat Outsourcing? Yes  No  If yes, please state name and relationship  
N/A  
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 N/A. 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

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
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	willing to LEARN

Special:

*Certificate of CARPENTRY completion - DATA ENTRY, EXCEL  
worked in NURSING home's Cleaning Roomish Houseman - sever AT protein House - Room Cleaning Janitorial*

Dishwasher-BUSSE

## 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 Protein House - 10<sup>th</sup> & Main KCMO 64105 1345 Main St

Type of Business Restaurant Telephone No. (316) 205-8484 Supervisor's Name SPENCER

Your Position and Duties UTILITIES man, SERVER, BUS Boy, Greeter, Dishwasher

Dates of Employment: From 1/17 To 5/17

Reason for Leaving: BETTER PAY

Name and Address of Employer START to finish construction

Type of Business Construction Telephone No. (660) 223-6670 Supervisor's Name STEVE YENICE

Your Position and Duties Foreman - everything as far as construction & concrete

Dates of Employment: From 5/17 To 10/17

Reason for Leaving: Contract was up

Name and Address of Employer

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Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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 \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: yes, Hospitalized

## 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: Spencer Telephone No. (816) 205-8484

Address 1345 main Street Kcmo 64105

Occupation: Past employee of Foster House Relationship: Past employee Number of Years Acquainted: 1

Name: Steven Younce Telephone No. (660) 223-6670

Address Kcmo  
owner of

Occupation: Start to finish construction Relationship: friend & past employee Number of Years Acquainted: 25 yrs

Name: JAMES GARRETT Telephone No. (316) 389-1137

Address Kcmo

Occupation: J.R SECURITY Relationship: friend & past employee Number of Years Acquainted: 25 + yrs



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

RW 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.

RW 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.

RW 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.

RW 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.

RW 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 Ronald Woods Date 1-17-18

## Dishwasher Test

Score 9 / 10

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

Name: RONALD WOODEN

Score 10/14

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  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

*OR ASKED by Manager*
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 TO Manager & DO WHAT IS EXPECTED by their Guidelines. RATHER IT be throwing THE room away or Not Keeping IT.*
10. What do you do if you find Lost and Found items in a guest rooms?  

*GIVE them to manager for put in lost and found.*
11. Describe the difference between a disinfectant and a cleaning solution?  

*ONE cleans of the DIRTY SPOT, THE OTHER SANITIZES IT.*

SENSITIVE BUT UNCLASSIFIED

## Case Verification Number: 2018017175534HR

Report Prepared: 01/17/2018

### Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

### Employee Information

Last Name: Wooten

First Name: Ronald

Date of Birth: 09/12/1987

Social Security Number: \*\*\* \* 0304

Hire Date: 01/17/2018

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

Current Case Result: Verification in Process

Employer Case ID:

Case Submitted On: 01/17/2018

Case Submitted By: DZAM1545

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