

Interview Note Sheet

Applicant Information

Name: Amal Mohamed

Date: 2/1/18

Position (s) Applied for:

Housekeeping

Interviewer: Steven Gonzalez

Rate of Pay: 10

Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	12/16	86 %

Seeking:

☒ Full-Time

☐ Part-Time

Relevant Experience & Summary of Strengths

Amal Mohamed work as a laundry Attendant for Embassy Suites. She also worked as ~~bus~~ busser/server. she is interested in housekeeping.

Total of 0 in Food Service/Hospitality

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

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:

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

First and Last Name: Amal Mohamed
Email: amalh1442@gmail.com
Phone number: 424 381 7830

Working Experience:

Company Name: Syndeo (Aspen)
Dates of Employment: Dec. 1st, 2017
Job Responsibility:

-
-
-
-

Company Name: Milano Restaurant (Sheraton)
Dates of Employment: Aug. 2017
Job Responsibility:

- Bus boy
-
-
-

Company Name: Exclusive Laundry (Embassy Suites)
Dates of Employment: Oct - Nov. 2017
Job Responsibility:

-
-
-
-

Skills

- Computer
- Cooking
- a certificate from health dept as food handler
-

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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 Amal Mohamed Date: Feb. 1, 2018
Home Telephone (424) 381-7830 Other Telephone ()
Present Address 1322 West bluff drive
Permanent Address, if different from present address: _____
Email Address amalh1442@gmail.com

EMPLOYMENT DESIRED

Position applying for: Any Salary desired: 10 \$ or above
Are you currently registered with any staffing and/or employment agencies? If so, please list
Synco, All team 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 _____ 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

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	11 Am	11 Am	11	11	11	11	11
PM	11 Pm	11	11	11	11	11	11

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.)

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?
Secondary Lycee haria	Egypt Cairo	Secondary degree	yes
University of Cairo	Egypt Cairo	Bachelor	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: Food handler, Microsoft word, Laundry Experience, server aid at Sheraton			

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 Aspen products

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

Your Position and Duties packing paper plates

Dates of Employment: From Dec 1 To Jan. 5

Reason for Leaving: did not like the job, heat

Name and Address of Employer Milano Restaurant - Sheraton

Type of Business server aid Telephone No. () Supervisor's Name

Your Position and Duties server aid, prepare tables, and get the dishes and plates to kitchen, clean tables

Dates of Employment: From Aug To Nov.

Reason for Leaving: did distance

Name and Address of Employer

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Type of Business _____

Your Position and Duties _____

Telephone No. (____) _____

Supervisor's Name _____

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: _____

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: Rebore Saus

Telephone No. (816) 304 4202

Address: 99th St. KC MO 64132

Occupation: school teacher

Relationship: friend

Number of Years Acquainted: 3 yrs

Name: hassan hassan

Telephone No. (816) 616 0443

Address: works at Gladstone school

Occupation: Translator

Relationship: friend

Number of Years Acquainted: 3 yrs

Name: Melanie

Telephone No. (816) 305 7377

Address: _____

Occupation: secretary at Compass Motors

Relationship: friend

Number of Years Acquainted: 3 yrs



Please Read Carefully, Initial Each Paragraph and Sign Below

AM 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.

AM 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.

AM 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.

AM 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.

AM 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 Amal Mohamed Date Feb. 1, 2018

Name: Amal Mohamed

Score 17/14

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 my supervisor To get the necessary precaution
10. What do you do if you find Lost and Found items in a guest rooms?
Tell my supervisor
11. Describe the difference between a disinfectant and a cleaning solution?
more powerfull against microbes.

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018043151138RB

Report Prepared: 02/12/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Mohamed

First Name: Amal

Date of Birth: 01/17/1962

Social Security Number: *** ** 6817

Hire Date: 02/12/2018

Citizenship Status: An alien authorized to work

Document Information

List A Document: Employment Authorization Document (Form I-766)

Alien Number: 206207798

Card Number: YSC1790306606

Document Expiration Date: 12/05/2019

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 02/12/2018

Case Submitted By: DZAM1545

Closed On: 02/12/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED