

Interview Note Sheet

Applicant Information

Name: Derrick Walker

Date: 2/26/18

Position (s) Applied for: Houseman

Interviewer: Steven Gonzalez

Rate of Pay: 10

Referred by: Trever

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	11 / 16	78 %

Seeking:

☒ Full-Time

☐ Part-Time

Relevant Experience & Summary of Strengths

Total of 0 in Food Service/Hospitality

Derrick Walker has cleaning service experience and mechanic experience. He scored a 78% on his housekeeping test. Derrick is interested to switch careers and work as a houseman.

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? ☐

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

First and Last Name: DERRICK WALTER

Email: _____

Phone number: 816-898-5269

Working Experience:

Company Name: Carondelet Health Care

Dates of Employment: 2011 - 2017-12

Job Responsibility:

- MOP FLOORS, VACUUMS, CARPETS, WINDOWS
- Pull TRASH, IN Building, CLEAN OUT SIDE GROUNDS
- JOHN DEERE 997 Z TURN CUT GRASS

Company Name: JNI Auto Sales

Dates of Employment: 2008-10 2014-9

Job Responsibility:

- Auto Repair Shop Fats, SHOCKS, BREAKS, TUNE UP'S.
- TRASH, SWEEP LOT CLEAN Building,
- FENDERS, Doors, HOODS, DECK LIDS, WINDOWS, LOCKS SEATS, AC.

Company Name: T's Flatwork & Construction

Dates of Employment: 2009-11 2007-10

Job Responsibility:

- To pour + finish CONCRETE
- Load & UNLoad 20' TRAILER
- MEASURE WORK AREA - grade - SET FORM'S

Skills

- HAND TOOLS, REACHES,
- WORK WELL WITH OTHERS
- ALWAYS ON TIME

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 DERRICK WALKER Date: 02/23/2018
Home Telephone (816) 898-5269 Other Telephone (816) 861-0605
Present Address 333C Bellfountain
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: HOUSEMAN, Dishwasher, Laundry Salary desired: _____
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 TERROR CECILINE 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? 02/29/2018

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	<u>7:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>	<u>6:00</u>
PM	<u>11:00</u>	<u>12:00</u>	<u>12:00</u>	<u>12:00</u>	<u>12:00</u>	<u>12:00</u>	<u>12:00</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>N/A</u>							

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?
Paseo High School	KC. MO	12th	YES Diploma
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:			

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 _____ 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: _____

Name and Address of Employer _____

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Telephone No. () Supervisor's Name

Type of Business

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:

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: Telephone No. ()

Address

Occupation: Relationship: Number of Years Acquainted:

Name: Telephone No. ()

Address

Occupation: Relationship: Number of Years Acquainted:

Name: Telephone No. ()

Address

Occupation: Relationship: Number of Years Acquainted:

Please Read Carefully, Initial Each Paragraph and Sign Below

D.W. 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.

D.W. 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.

D.W. 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.

D.W. 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.

D.W. 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

Cassie Walker

Date

02/23/2018

Name: DERRICK WALKER

Housekeeping Test

Score 78% /14

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 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 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?
CLOSE THE ROOM OFF UNTIL IT GETS TREATED
10. What do you do if you find Lost and Found items in a guest rooms?
LEAVE THEM AND CALL MY SUPERVISOR
11. Describe the difference between a disinfectant and a cleaning solution?
DISINFECTANT KILL GERMS + BACTERIA
CLEANING SOLUTION IS FOR SURFACE CLEANING

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018057150149JW

Report Prepared: 02/26/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Walker

First Name: Derrick

Date of Birth: 12/22/1968

Social Security Number: *** ** 9581

Hire Date: 02/26/2018

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: 02/26/2018

Case Submitted By: DZAM1545

Closed On: 02/26/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED