

Interview Note Sheet

Applicant Information

Name: Dejuan

Date: 2/26/18

Position (s) Applied for:

Houseman, Housekeeping

Interviewer: Steven G.

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	11 / 16	71%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Dejuan work experience is in construction and commercial cleaning. He is interested in working as a houseman and housekeeping.

Total of _____ in Food Service/Hospitality

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

First and Last Name: DeJuan Cutchlow Jr.
Email: dejuancutchlow1@icloud.com
Phone number: (816) 777-4141

Working Experience:

Company Name: ABT Construction
Dates of Employment: 12-26-17 - 2-1-18
Job Responsibility:

- Strip & Clean Panels
- Stack & organize panels
- Clean up work area
- Assist other crews

Company Name: Allen Commercial Cleaning
Dates of Employment: 6-4-17 - 10-16-17
Job Responsibility:

- Clean hoods
- Clean access panels
- Clean floors
- unload equipment

Company Name: Crown Commercial Cleaning
Dates of Employment: ~~08-16~~ 08-16 - 01-17
Job Responsibility:

- Clean hoods
- Clean access panels
- Clean floors
- unload equipment

Skills

- Cook
- Detail
- Janitorial
- Construction

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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 DeJuan Cutchlow Jr. Date: 2-26-18
Home Telephone (816) 777-4141 Other Telephone () _____
Present Address 3500 NE Wildflower Ct. Lees Summit MO 64064
Permanent Address, if different from present address: _____
Email Address djuancutchlow1@icloud.com

EMPLOYMENT DESIRED

Position applying for: Open Salary desired: Open
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? ASAP

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		Any	Any	Any	Any	Any	Any
PM		Any	Any	Any	Any	Any	Any
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?
Raytown South High	Raytown Missouri	12	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: <u>Lincoln 1, Cook, server, host</u>			

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 ABI Construction

Type of Business Construction Telephone No. (913) 985 2116 Supervisor's Name Louis

Your Position and Duties Remove panels from walls, help crews.

Dates of Employment: From 12-26-17 To 2-2-18 Weekly Pay: Starting \$12 Ending \$12

Reason for Leaving: Slow business

Name and Address of Employer Allen Commercial Cleaning

Type of Business Hand cleaning Telephone No. (913) 322 2900 Supervisor's Name Dennis

Your Position and Duties Clean hotels, access points.

Dates of Employment: From 6-4-17 To 10-18-17 Weekly Pay: Starting per job Ending per job

Reason for Leaving: incarcerated

Name and Address of Employer Crown Cleaning

Type of Business Hand cleaner Telephone No. (913) 422 7949 Supervisor's Name Ivy

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Your Position and Duties Hotel cleaning, access panels

Dates of Employment: From 10-1-16 To -1-17

Weekly Pay: Starting per job Ending per job

Reason for Leaving: Fired

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 ☒

JOB RELATED REFERENCES

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

Name: Zane

Telephone No. (816) 668 1187

Address 7507 W. Oak Trafficway Gladstone MO

Occupation: Manager

Relationship: Manager

Number of Years Acquainted: 4

Name: Tim Borderi

Telephone No. (913) 475-9660

Address 7507 W. Oak Trafficway Gladstone MO

Occupation: Manager

Relationship: Manager

Number of Years Acquainted: 4

Name: Nate

Telephone No. (816) 497 4907

Address 8194 W. Main Dr. Lenexa Kansas

Occupation: Hotel Cleaner

Relationship: Coworker

Number of Years Acquainted: 2

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Please Read Carefully, Initial Each Paragraph and Sign Below

DC 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.

DC 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.

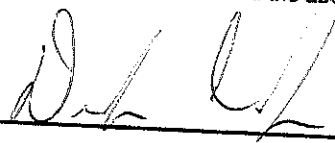
DC I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

DC 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.

DC 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



Date

2-26-18

Name: DeJuan Cutchlow Jr.

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 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 to higher authority to pursue next action
10. What do you do if you find Lost and Found items in a guest rooms?
Notify Lost and Found and ask to contact guest
11. Describe the difference between a disinfectant and a cleaning solution?
Disinfectant is for killing germs
Cleaning Solution is for cleaning appliances

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018057152010TS

Report Prepared: 02/26/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Cutchlow

First Name: De-Juan

Date of Birth: 02/17/1994

Social Security Number: *** ** 8312

Hire Date: 02/26/2018

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: 02/17/2022

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.

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