

## Interview Note Sheet

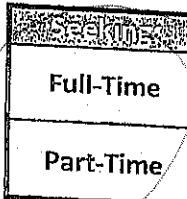
### Applicant Information

Name: Christopher Wallace  
 Date: 03/06/18  
 Position (s) Applied for: Housekeeping

Interviewer: Diana Camara  
 Rate of Pay:  
 Referred by: Walk in

### Test Scores

| Test Scores |     | Test Scores    |       |
|-------------|-----|----------------|-------|
| Server      | /35 | % Bartender    | /35   |
| Prep Cook   | /20 | % Barista      | /15   |
| Grill Cook  | /40 | % Cashier      | /15   |
| Dishwasher  | /10 | % Housekeeping | 10/15 |



### Relevant Experience & Summary of Strengths

Worked at Overland Park Convention Center as a Server for 3 years. Total of \_\_\_\_\_ in Food Service/Hospitality

Interesting in working at Stadiums to work as a Cashier or Grill Cook.

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

### Transportation

| Car             | Public Transit    | Carpool ( Rider / Driver )         |
|-----------------|-------------------|------------------------------------|
| Kansas City, KS | Overland Park, KS | Kansas City, MO / Independence, MO |

### Certifications (if any)

| TIPS         | Serv-Safe | LEAD    | Other         | Will Submit   |
|--------------|-----------|---------|---------------|---------------|
| Availability | AM only   | PM only | Weekdays only | Weekends only |
| Open         |           |         |               |               |

Details:

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

First and Last Name: Christopher Wallace  
Email: Chriswallace3469@gmail.com  
Phone number: 816-876-8719

Working Experience:

Company Name: Taco Bell

Dates of Employment: 04/14

Job Responsibility: Cook

- work on the cashiers and other
- 
- 
- 

Company Name: Focus Industrial Workforce

Dates of Employment: 07/07/05

Job Responsibility: unloads trucks and load truck

- 
- 
- 
- 

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

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

Job Responsibility:

- 
- 
- 
- 

Skills

- I can drive forklift, I know how to do Restaurant work
- and other
- 
-



## 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 Christopher Wallace Date: 02-06-18

Home Telephone (816) 876-8719 Other Telephone ( )

Present Address 9411 white Ave K.C Mo 64138

Permanent Address, if different from present address: \_\_\_\_\_

Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: Open Salary desired: 10.00

Are you currently registered with any staffing and/or employment agencies? If so, please list

No

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<br>AVAILABLE<br>DAILY | SUNDAY      | MONDAY      | TUESDAY     | WEDNESDAY   | THURSDAY    | FRIDAY      | SATURDAY    |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| AM                                  | <u>8:00</u> |
| PM                                  | <u>4:00</u> | <u>4PM</u>  | <u>4</u>    | <u>4</u>    | <u>4</u>    | <u>4</u>    | <u>4</u>    |

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

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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? |
|--|--------------|---------------------------|-------------------|
| South west High school   | K.C MO       | 12                        | 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:<br>Food Handler Licences  |              |                           |                   |

## 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 Taco bell 1313 W 103rd st

Type of Business Mexican Restaurant Telephone No. (816) 941-4223 Supervisor's Name Ashley

Your Position and Duties Cook, Work on the Cashiers and other

Dates of Employment: From 04/14 To 03/18

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

Name and Address of Employer Focus Industrial Workforce 13428 W 99th st

Type of Business Employment Agency Telephone No. (913) 268-1222 Supervisor's Name Alicy

Your Position and Duties House Keeping, drive forklift

Dates of Employment: From 07/08 To 03/14

Reason for Leaving: Laid off

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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: No

## 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: Brenda Willingham Telephone No. (816) 363-0566

Address 7324 Charlotte

Occupation: Housewife Relationship: friends Number of Years Acquainted: 28 years

Name: Ashley Boston Telephone No. (816) 876-1650

Address 9615 White

Occupation: City of K.C Relationship: friend Number of Years Acquainted: 16 years

Name: Larry Jackson Telephone No. (816) 642-7728

Address 13426 Lane rd

Occupation: Cook Relationship: friend Number of Years Acquainted: 16 years



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

C.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.

C.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.

C.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.

C.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.

C.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 Christopher Weller

Date 03-6-18

**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                 | <input checked="" type="radio"/> Daily / <input type="radio"/> Weekly |
| b) Toilets and latrines   | <input checked="" type="radio"/> Daily / <input type="radio"/> Weekly |
| c) Carpets in guest rooms | <input checked="" type="radio"/> Daily / <input type="radio"/> Weekly |
| d) Carpets in offices     | <input checked="" type="radio"/> Daily / <input type="radio"/> Weekly |
| e) Soiled linen           | <input checked="" type="radio"/> Daily / <input type="radio"/> 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 your manager*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Take it to your manager*
11. Describe the difference between a disinfectant and a cleaning solution?  
*Removes germs, dirt, and viruses*

Kansas City, MO  
Health Department

**Food Handler**

*Christopher T Wallace*



Issue Date      Expiration Date  
01/22/2016      12/24/2018



Public Health



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018066120643JH**

Report Prepared: 03/07/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Wallace

First Name: Christopher

Date of Birth: 06/02/1978

Social Security Number: \*\*\* \*\* 8852

Hire Date: 03/07/2018

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: 03/07/2018

Case Submitted By: DZAM1545

Closed On: 03/07/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED