

## Interview Note Sheet

### Applicant Information

Name: Jamesha Hughes

Date: 3/8/18

Position (s) Applied for:  
Cashier

Interviewer: Steven Gonzalez

Rate of Pay:

Referred by:

### Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	9/16	64%

### Seeking:

Full-Time

Part-Time

### Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

Jamesha work for a company called bridgeway. Jamesha was responsible to help disable senior.

Responsible

laundry  
clean rooms.

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

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

First and Last Name: Jamesha Hughes  
Email: jameshahughes@gmail.com  
Phone number: 9132898078

## Working Experience:

Company Name: McDonlens

Dates of Employment: 01-2-18

Job Responsibility:

- 
- 
- 
- 

Company Name: Health care

Dates of Employment: 9-21-14

Job Responsibility:

- 
- 
- 
- 

Company Name: I hop

Dates of Employment: 01-13-13

Job Responsibility:

- 
- 
- 
- 

## Skills

- House Keeping
- laundry
- dishwasher
- Cashier



## 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 Jamesha Hughes Date: 03-8-17  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (913) 289-8078  
Present Address 4215 Jackson ave KCMO 64130  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Jamesha.Hughes@gmail.com

### EMPLOYMENT DESIRED

Position applying for: House Keeping Salary desired: 10.00  
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: open To: open  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☐ Name of Referral walked in 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? 06-01

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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?
Ged	Kemo	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:			

## 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 brigitte wood

Type of Business laundry Telephone No. (816) 655-9608 Supervisor's Name Sharon

Your Position and Duties laundry

Dates of Employment: From 02-01-17 To 02-15-18

Reason for Leaving: sick

Name and Address of Employer Medonkens

Type of Business fast food Telephone No. (816) 665-1614 Supervisor's Name DuDa

Your Position and Duties Cashier

Dates of Employment: From 03-12-17 To 01-15-18

Reason for Leaving: left

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: \_\_\_\_\_

## 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: Thearse Jackson Telephone No. (816) 655-9608

Address 5836 Garfield

Occupation: Mother daycare Relationship: Auntie Number of Years Acquainted: 24

Name: Marvin Price Telephone No. (816) 665-1614

Address 2031 Park Tower Dr

Occupation: I Hop Relationship: Sister Number of Years Acquainted: 24

Name: Daryl Jackson Telephone No. (816) 859-3358

Address 2039 Park Tower dr

Occupation: Medaolens Relationship: Co-worker Number of Years Acquainted: 4



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

JH 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.

JH 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.

JH 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.

JH 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.

JH 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** 03-8-18

Name: Jamesha Hughes

Housekeeping Test

Score 9/14

1.64

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?

Tell your boss
10. What do you do if you find Lost and Found items in a guest rooms?

bring to office
11. Describe the difference between a disinfectant and a cleaning solution?

I dont know



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018067154610BS**

Report Prepared: 03/08/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Hughes

First Name: Jamesha

Date of Birth: 12/28/1993

Social Security Number: \*\*\* \*\* 4382

Hire Date: 03/08/2018

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: 03/08/2018

Case Submitted By: DZAM1545

Closed On: 03/08/2018

Closed By: DZAM1545

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

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