

Interview Note Sheet

Applicant Information

Name: Jessica Hansen Heath	Interviewer: Steven Gonzalez
Date: 3/16/18	Rate of Pay: \$ 10
Position(s) Applied for: Housekeeping	Referred by:

Job Titles

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	17/14	86%

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of Syrs in Food Service/Hospitality

Jessica has cleaning experience for about Syrs in Overland Park. The last company she work for called Athletic club in OP.

Experience

Cleaning

- She was to work as a housekeeper full-time.

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

Transportation

Car Public Transit Carpool (Rider / Driver)

Regions Available to work

Kansas City, KS Overland Park, Kansas 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:

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: _____		

Would 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: Jessica Heath
Email: mmmbabu13@gmail.com
Phone number: 816-204-7647

Working Experience:

Company Name: Acop

Dates of Employment: Jan 7 2016 - Dec 7 2017

Job Responsibility:

- Cleaning,
- Cooking
- making sure everything is clean and
- organized equipment

Company Name: Stay at home mom

Dates of Employment: 2007- Jan 2 2016

Job Responsibility:

- Cooking
- Cleaning
- Shopping
- Other

Company Name: _____

Dates of Employment: _____

Job Responsibility:

-
-
-
-

Skills

- House Keeping
- taking Care of Children
- Cooking

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 Jessica Heath Date: 3/16/18
 Home Telephone (____) _____ Other Telephone (616) 204-7647
 Present Address 3015 S. 46th terr Kansas City KS -
 Permanent Address, if different from present address: _____
 Email Address MommaHeath2@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping Salary desired: \$10
 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 workshop 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? _____

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
	<u>or any time in the morning</u>						
AM	<u>8</u>	<u>←</u>			<u>→</u>		<u>8</u>

PM 5 ← → 5

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?
North Platte R7	Kansas City KS	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: Cleaning, Cooking			

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 Acop. Athletic club 10440 marty St, Overland Park Club Telephone No. (913) 383 9060 Supervisor's Name Lindsey
 Your Position and Duties taking care of Kids when Parents Worked Out
Cleaned, mop, made Sure Bathroom had plenty, and other.

Dates of Employment: From 2016 To 2017 Weekly Pay: Starting 10.00 Ending 10.40

Reason for Leaving: change my hour's on me.

Name and Address of Employer my house

Type of Business Stay at home Telephone No. (816) 204-7647 Supervisor's Name Jessica Henth
 Your Position and Duties mom, cleaning, Cooking, and other

Dates of Employment: From 2007 To 2016 Weekly Pay: Starting _____ Ending _____

Reason for Leaving: got a job

Name and Address of Employer _____

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

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Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

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 _____ 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? 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: Mary Nickles Telephone No. (816) 419-0597

Address KCIC

Occupation: _____ Relationship: Friend Number of Years Acquainted: 9

Name: Bob Lewis Telephone No. (816) 462-8277

Address KCIC

Occupation: _____ Relationship: Friend Number of Years Acquainted: 7

Name: Pat Heungs Telephone No. (913) 883-7259

Address KSIC

Occupation: _____ Relationship: Friend Number of Years Acquainted: 3

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

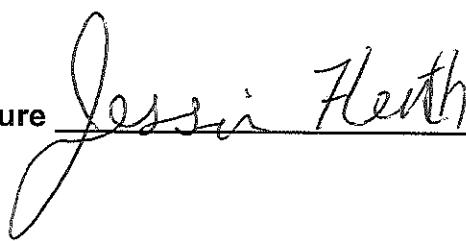
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

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

3/16/18

Name: Jessica Heath

Score 12/14

Housekeeping Test

86%

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 / Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily / Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily / Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily / Weekly
e) Soiled linen	<input checked="" type="radio"/> 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?
~~Take sheets off immediately, and~~
~~let my manager know~~
10. What do you do if you find Lost and Found items in a guest rooms?
~~Bring to front desk of lost and found~~
11. Describe the difference between a disinfectant and a cleaning solution?
~~disinfectants, makes sure to kill germs. and others.~~
~~cleaning solution, dont kill germs.~~



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018075163643PV

Report Prepared: 03/16/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Heath

First Name: Jessica

Date of Birth: 02/09/1986

Social Security Number: *** * 7289

Hire Date: 03/16/2018

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: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 02/09/2021

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 03/16/2018

Case Submitted By: DZAM1545

Closed On: 03/16/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED