

# Interview Note Sheet

Applicant Information	
Name: <u>Wanda Baker</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>03/22/18</u>	Rate of Pay: \$ <u>9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeper</u>	Referred by: <u>Wanda In</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>12/14</u>	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><i>Total of _____ in Food Service/Hospitality</i></p> <p><u>Has 10 years of housekeeping experience.</u></p> <p><u>Hampton Suite hotel was her previous Job.</u></p>
<p>P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____</p>

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool ( Rider / Driver )
Regions Available to work:
<input checked="" type="radio"/> Kansas City,KS <input checked="" type="radio"/> Overland Park,Kansas <input checked="" type="radio"/> Kansas City,MO <input type="radio"/> Independence,MO

Certifications (if any)
<input type="checkbox"/> TiPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only
Details: _____

Uniforms Owned:			
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____			
<table border="1"> <tr> <td>Would you recommend this applicant for Acrobat Academy?</td> <td>Convention Candidate?</td> <td>Other Languages Spoken:</td> </tr> </table>	Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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: Baker, Wanda  
Email: wandabaker721@gmail.com  
Phone number: (816) 588-5274

## Working Experience:

Company Name: Hampton Suite Hotel  
Dates of Employment: 10/2004 to 09/2006  
Job Responsibility: make Beds, Vacuum, Dusting

- Bathroom, windows

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- 
- 

Company Name: Every Day INN  
Dates of Employment: 12/2005 to 10/2010  
Job Responsibility: make beds, vacuum, Dusting

- mopping, windows, Bathroom

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- 
- 

Company Name: LaQuinta INN  
Dates of Employment: 10/2008 to 07/2011  
Job Responsibility:

- make Beds, Vacuum, Dusting
- mopping, windows, Bathroom

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- 

## Skills

- I have ~~a~~ 10 yrs of Housekeeper
- 
- 
-

## 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 Wanda Jean Baker Date: 03/22/2018  
Home Telephone (816) 588-5274 Other Telephone ( ) N/A  
Present Address 10601 Skiles Ave Kansas City mo. 64134  
Permanent Address, if different from present address: N/A  
Email Address wandabaker721@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Housekeeper 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 X No \_\_\_ Part-time work? Yes \_\_\_ No \_\_\_  
Temporary work, e.g., summer or holiday work? Yes X No X 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 ☒ walk-in  
Could you work overtime, if necessary? Yes X 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
AM	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am
PM	5:30pm	4:30pm	4:30pm	4:30pm	4:30pm	4:30pm	5:30pm

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 X If yes, when? \_\_\_  
Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_ No X If yes, please state name and relationship  
\_\_\_\_\_  
If hired, would you have a reliable means of transportation to and from work? Yes X No \_\_\_  
If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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	Kansas City, Mo.	12	Yes
Women's Employment	Kansas City, Mo.	Job Skills	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 X If so, may we contact your current employer? Yes \_\_\_ No \_\_\_

Name and Address of Employer Hampton Suites 4600 Summit Rd

Type of Business Housekeeper Telephone No. (816) 484-4800 Supervisor's Name Mrs. Theresa

Your Position and Duties Make Beds, vacuum, windows, Bathrooms, mopping

Dates of Employment: From 10/2004 To 09/2006

Reason for Leaving: I had a other job at that time

Name and Address of Employer Every Day INN

Type of Business Housekeeper Telephone No. (816) 924-2291 Supervisor's Name Mr. Jay

Your Position and Duties make beds, vacuum, dusting, mopping, windows

Dates of Employment: From 12/2005 To 10/2010

Reason for Leaving: They with out of Buessness

Name and Address of Employer LaQuinta INN

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Type of Business Housekeeper Telephone No. (816) 483-7900 Supervisor's Name MR. Dave  
Your Position and Duties Make Beds, vacuum, windows, Bathroom

Dates of Employment: From 10/2008 To 07/211

Reason for Leaving: Quit

Name and Address of Employer Marriott Hotel

Type of Business Housekeeper Telephone No. (816) 795-7016 Supervisor's Name MRS. Penny  
Your Position and Duties Make beds, vacuum, Dusting, mopping

Dates of Employment: From 11/1980 To 08/1984

Reason for Leaving: Had a baby

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: Tracey Wilson Telephone No. (816) 588-5274  
Address unknown

Occupation: Call Center Relationship: Daughter Number of Years Acquainted: All my life

Name: Arthur Kyle Telephone No. (816) 352-4888  
Address unknown

Occupation: Retired Relationship: Friend Number of Years Acquainted: 20 yrs

Name: Tereasa Cox Telephone No. (816) 332-4189  
Address unknown

Occupation: Call Center Relationship: Friend Number of Years Acquainted: 24 yrs

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

WB 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.

WB 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.

WB 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.

WB 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.

WB 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** Wanda J. Baker **Date** 03/22/2018

Name: Wanda J. Baker

Score 12/14

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 ☒ 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? I will go get my supervisor
10. What do you do if you find Lost and Found items in a guest rooms? Take it to the Housekeeper Department as Lost & Found
11. Describe the difference between a disinfectant and a cleaning solution? Disinfectant is with Bleach, pine-sol and other cleaning solution is with glasses clean



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018081162428EP**

Report Prepared: 03/22/2018

**Company Information**

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Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

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Last Name: Baker

First Name: Wanda

Date of Birth: 07/03/1968

Social Security Number: \*\*\* \*\* 5939

Hire Date: 03/22/2018

Citizenship Status: A citizen of the United States

**Document Information**

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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**

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Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 03/22/2018

Case Submitted By: DZAM1545

Closed On: 03/22/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED