

# Interview Note Sheet

| Applicant Information                                       |                                     |
|---|-------------------------------------|
| Name: <u>Jeff Belaire</u>                                   | Interviewer: <u>Steven Gonzalez</u> |
| Date: <u>3/23/18</u>  | Rate of Pay: \$ <u>10</u>           |
| Position (s) Applied for:<br><u>Housekeeping / Houseman</u> | Referred by:                        |

| Test Scores |     |   |              |       |     |
|-------------|-----|---|--------------|-------|-----|
| Server      | /35 | % | Bartender    | /35   | %   |
| Prep Cook   | /20 | % | Barista      | /15   | %   |
| Grill Cook  | /40 | % | Cashier      | /15   | %   |
| Dishwasher  | /10 | % | Housekeeping | 13/14 | 90% |

| Seeking:         |
|------------------|
| <u>Full-Time</u> |
| Part-Time        |

## Relevant Experience & Summary of Strengths

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

Jeff is experience with multi-position. He is interested in housekeeping.  
Jeff is currently working with labor max.

- prep
- line
- cleaning service

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:

## **Jeff A. Belaire**

PO Box 442091  
Lawrence, Ks 66044  
816-469-2327  
jbkentucky50@gmail.com

**Objective:** To obtain a position in which I can use my skills and experience to make a strong contribution to an organization that offers opportunity for professional growth.

### **WORK HISTORY:**

- R's B Good Native American Tacos, Lawrence, KS** 01/15 to present  
I am Owner./Cook/Manager of self-employed business.
- Home Health Aide-Independence, Inc., Lawrence, KS** 07/15 to 12/16  
Provided home based services for a disabled individual (cooking, cleaning, laundry).
- Customer Service Representative-General Dynamics, Lawrence, KS** 10/14 to 02/15  
I provided quality customer service to consumers signing up for the Affordable Care Act.
- Mover/laborer- Professional Moving and Storage, Lawrence, KS (Seasonal)** 04/09 to 09/15  
I packed and moved business and homeowners locally and long distance.
- Roofer-M&N Watertite Roofing, Hutchinson, KS (Seasonal)** 07/10 to 09/11  
I did sheet metal, shingle, and sealant onto homes and business's.
- Mover-C&H Moving, Lawrence, KS (Seasonal)** 05/04 to 09/07  
I packed and moved businesses, homeowners locally, and long distance.
- Administrative Assistant-University of Ks Office of Admissions, Lawrence, KS** 09/03 to 02/04  
I processed honor roll, academic forgiveness, grade changes and did credit exam changes for students.
- Assistant Director of Sales-Cable Tel, Inc., Topeka, KS** 10/98 to 12/00  
I was responsible for the installation department, did outside/inside sales, and accounts payable/receivable.

### **SKILLS:**

|                        |                                    |
|------------------------|------------------------------------|
| Type 40 wpm            | Data Entry 8000 key strokes per hr |
| Filing                 | Information Management             |
| Customer Service Phone | Asbestos Abatement                 |

### **EDUCATION AND CERTIFICATIONS:**

Associate of Arts, Haskell Indian Nations University, Spring 2011  
Records Management, Haskell Indian Nations University, Summer 2009  
Asbestos Abatement Worker 1 certifications, Kansas Department of Health and Environment 2011  
Kansas Certified Legal Secretary 1994

**References:** Available upon request

## 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 JEFF BELAIRE Date: 3-23-18  
 Home Telephone (816) 469 2327 Other Telephone (816) 469 2827  
 Present Address PO Box 442091 Lawrence KS 66044  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address jbkentucky50@gmail.com

### EMPLOYMENT DESIRED

Position applying for: House Keeping Salary desired: \$10.75 hr  
 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 Craiglist 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 |
|-------------------------------|--------|--------|---------|-----------|----------|--------|----------|
|                               | 7 am   | 7 am   | 7 am    | 7 am      | 7 am     | 7 am   | 7 am     |
| AM                            | 5 pm   | 5 pm   | 5 pm    | 5 pm      | 5 pm     | 5 pm   | 5 pm     |
| PM                            |        |        |         |           |          |        |          |

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? |
|--|--------------------|---------------------------|-------------------|
| <u>Haskell Indian Nations</u>  | <u>Lawrence KS</u> | <u>Associate of Arts</u>  | <u>yes</u>        |
| 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."   |                    | <u>YES</u>                | 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>Microsoft</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 R's B Good Native American Tacos, Lawrence, KS  
Type of Business Food Sales Telephone No. (816) 469 7327 Supervisor's Name Regina Tushauk  
Your Position and Duties Owner/Cook/Manager of Food Sales business

Dates of Employment: From 1-15 To present Weekly Pay: Starting commission Ending \_\_\_\_\_

Reason for Leaving: Part time employment

Name and Address of Employer Independence Incorporated 2001 Haskell Avenue, Lawrence KS  
Type of Business Home Health Telephone No. (785) 841 0333 Supervisor's Name Jeff Belaine Jr.  
Your Position and Duties Provided Home Based home health services for disabled individual.

Dates of Employment: From 07/15 To 12/16 Weekly Pay: Starting \$9.85 hr Ending \$9.85 hr.

Reason for Leaving: Client moved out of town.

Name and Address of Employer General Dynamics 3833 Greenway Drive, Lawrence KS  
Type of Business Call Center Telephone No. (785) 832 0207 Supervisor's Name Hailey Tashauk  
785 424 0934

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Your Position and Duties Call center Associate and I was responsible for signing up individuals for the Affordable Care Act.

Dates of Employment: From 10/14 To 2/15 Weekly Pay: Starting \$12.95 hr Ending \$12.95 hr

Reason for Leaving: Seasonal Employment

Name and Address of Employer Professional Moving + Storage 3620 Thomas Ct, Lawrence Kansas

Type of Business Moving Telephone No. (785) 842 1115 Supervisor's Name Morris Guesby

Your Position and Duties Packed and moved businesses & homeowners locally and long distance.

Dates of Employment: From 4/09 To 9/15 Weekly Pay: Starting \$8.50 hr Ending 10.50 hr

Reason for Leaving: Seasonal Employment

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 X  
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: Hailey Nixon Telephone No. (785) 424 0934

Address 1600 Haskell Avenue #199 Lawrence KS

Occupation: Customer Service Relationship: previous supervisor Number of Years Acquainted: 3

Name: Morris Guesby Telephone No. (785) 842 1115

Address 3620 Thomas Court Lawrence KS

Occupation: Moving Relationship: Former Supervisor Number of Years Acquainted: 30

Name: Lupe Gruebel Telephone No. (816) 421 7608

Address 3900 Pennsylvania Kansas City Missouri

Occupation: Volunteer Community Services Relationship: I did Number of Years Acquainted: 1

Volunteer  
work for  
Kansas City  
Indian Center.

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

JB 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.

JB 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.

JB 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.

JB 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.

JB 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** JB Blues **Date** 3-23-17

Name: JEFF BELAIRE

Housekeeping Test

Score 13 / 14

90%

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?  
Notify management immediately
10. What do you do if you find Lost and Found items in a guest rooms?  
Turn in to the supervisor
11. Describe the difference between a disinfectant and a cleaning solution?  
Disinfectant is for germs, ~~at~~  
Cleaning solution is for general cleaning.



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018082164029RZ**

Report Prepared: 03/23/2018

**Company Information**

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Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

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Last Name: Belaire

First Name: Jeff

Date of Birth: 03/12/1967

Social Security Number: \*\*\* \*\* 4923

Hire Date: 03/23/2018

Citizenship Status: A citizen of the United States

**Document Information**

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List B Document: Native American tribal document

List C Document: Social Security Card

**Case Status Information**

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Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 03/23/2018

Case Submitted By: DZAM1545

Closed On: 03/23/2018

Closed By: DZAM1545

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

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