

Interview Note Sheet

Applicant Information

Name: <u>Roxanne McMullen</u>	Interviewer: <u>Sturm</u>
Date: <u>4/10/14</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Housekeeping, Housemen</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	18/14	86%

<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
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Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Roxanne is looking for work, she is open to anything.

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

Transportation



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



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:

Roxanne McMullen

Kansas City, MO
816-338-8195 roxannemcmullen1977@gmail.com

SUMMARY

Exceptional customer service team member with a drive to provide excellent customer satisfaction, seeking a fulltime employment opportunity where I may use my acquired skills and knowledge to enhance the customer service experience.

SKILLS

- Customer Service
- Security
- Microsoft Office
- Cashier
- Data Entry
- Ten Key

WORK EXPERIENCE

AT&T

Customer Service Associate

Lee's Summit, MO
Sept 2011 to July 2016

- Completed maintenance repair for DSL.
- Corrected errors on customer accounts and updated required information.
- Set up lifeline accounts for the elderly and disabled.
- Fielded calls with disgruntled clients providing answers and resolutions to problems.
- Input data in computer systems.

Citi Trends

Cashier and Sales Associate

Kansas City, MO
Mar 2015 to Mar 2016

- Assisted customers with clothing purchases.
- Handled loss prevention in store.
- inventoried and tagged new items and placed them on sales floor.
- Rang sales in register handling cash and credit transactions, and count down drawer at end of shift.
- Cleaned dressing rooms, mirrors and store areas nightly and vacuumed floors.

Ameristar Casino

Security Officer

Kansas City, MO
April 2017 to July 2017

- Checked customer id's when entering casino floor.
- Assisted customers with directions and escorted patrons to their cars after wins.
- Patrolled parking lots for suspicious activity.
- Logged lost items in lost and found log.

LSI Staffing and Labor

General Laborer

Kansas City, KS
Aug 2016 to June 2017

- Assembled boxes for Hallmark Cards.
- Inserted greeting cards and novelties into shipping and display boxes.

EDUCATION

DeLaSalle Education Center

Diploma

Kansas City, MO

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 Roxanne MULVILLEN Date: 4-3-2018
 Home Telephone (816) 386 4861 Other Telephone (816) 338 8195
 Present Address 9300 BAILES KCMO 64132
 Permanent Address, if different from present address: _____
 Email Address Foxy Roxy 1004@gmail.com

EMPLOYMENT DESIRED

Position applying for: Customer Rep, Event Prep Salary desired: 102
 Are you currently registered with any staffing and/or employment agencies? If so, please list YES
LET'S HIRE MY PSP

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 MAIL 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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY	<u>Any</u>	<u>Flexible</u>	<u>Any</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	
AM							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
NP

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? Car 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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Your Hospitality Staffing Professionals

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.) *MR*

EDUCATION & SKILLS

NAME OF SCHOOL <i>DELOSANTO</i>	CITY & STATE <i>LC MR</i>	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE? <i>YES</i>
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." <i>Microsoft</i>		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: <i>Packay Supply Customer Service</i>			

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 *CVS Caremark Lee's Summit MO 64086 305 Chipman*

Type of Business *Pharmacy* Telephone No. *(816) 305-9339* Supervisor's Name *Susan McNamee*

Your Position and Duties *Adams Call Center*

Dates of Employment: From 10/17 To 3/18 Weekly Pay: Starting 12.50 Ending 12.50

Reason for Leaving: *Job Change*

Name and Address of Employer *ATT Mahwah Park Mall Lee's Summit MO 64086*

Type of Business *Call Center* Telephone No. *(816) 751-7800* Supervisor's Name *Stephanie*

Your Position and Duties *Adams Call Center*

Dates of Employment: From 9/24 To 3/2016 Weekly Pay: Starting 13.50 Ending 21.90

Reason for Leaving: *Job Change*

Name and Address of Employer *Holiday Inn Adams*

Type of Business *Resort Motel* Telephone No. *(816) 305-9339* Supervisor's Name *Spiller*

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Your Hospitality Staffing Professionals

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: VERNE MURKIN Telephone No. (614) 829-7740

Address: 16500 1/2 ME

Occupation: REPWAMM Relationship: Son-in-law Number of Years Acquainted: 20+

Name: WES ANDERSON Telephone No. (810) 241-2999

Address: 2010 W. 10th Street, Wausau, WI 54403

Occupation: PAPER CHAIR Relationship: _____ Number of Years Acquainted: 20+

Name: Bob & Barb Telephone No. (614) 477-7390

Address: 3407 Indiana Avenue, Columbus, OH 43228

Occupation: St. MORTEN Relationship: Children Number of Years Acquainted: 20+

Please Read Carefully, Initial Each Paragraph and Sign Below

Re
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.

Me
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.

M
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.

M
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.

M
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

4/23/2018

Name: Roxanne McMullen

Score: 8/14

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?

Take guest off B. / Notify STAFF / Remove off #1 Linen Dryer of B. 12 11 10 9 8 7 6 5 4 3 2 1 0 -1 -2 -3 -4 -5 -6 -7 -8 -9 -10 -11 -12 -13 -14 -15 -16 -17 -18 -19 -20 -21 -22 -23 -24 -25 -26 -27 -28 -29 -30 -31 -32 -33 -34 -35 -36 -37 -38 -39 -40 -41 -42 -43 -44 -45 -46 -47 -48 -49 -50 -51 -52 -53 -54 -55 -56 -57 -58 -59 -60 -61 -62 -63 -64 -65 -66 -67 -68 -69 -70 -71 -72 -73 -74 -75 -76 -77 -78 -79 -80 -81 -82 -83 -84 -85 -86 -87 -88 -89 -90 -91 -92 -93 -94 -95 -96 -97 -98 -99 -100 -101 -102 -103 -104 -105 -106 -107 -108 -109 -110 -111 -112 -113 -114 -115 -116 -117 -118 -119 -120 -121 -122 -123 -124 -125 -126 -127 -128 -129 -130 -131 -132 -133 -134 -135 -136 -137 -138 -139 -140 -141 -142 -143 -144 -145 -146 -147 -148 -149 -150 -151 -152 -153 -154 -155 -156 -157 -158 -159 -160 -161 -162 -163 -164 -165 -166 -167 -168 -169 -170 -171 -172 -173 -174 -175 -176 -177 -178 -179 -180 -181 -182 -183 -184 -185 -186 -187 -188 -189 -190 -191 -192 -193 -194 -195 -196 -197 -198 -199 -200 -201 -202 -203 -204 -205 -206 -207 -208 -209 -210 -211 -212 -213 -214 -215 -216 -217 -218 -219 -220 -221 -222 -223 -224 -225 -226 -227 -228 -229 -230 -231 -232 -233 -234 -235 -236 -237 -238 -239 -240 -241 -242 -243 -244 -245 -246 -247 -248 -249 -250 -251 -252 -253 -254 -255 -256 -257 -258 -259 -260 -261 -262 -263 -264 -265 -266 -267 -268 -269 -270 -271 -272 -273 -274 -275 -276 -277 -278 -279 -280 -281 -282 -283 -284 -285 -286 -287 -288 -289 -290 -291 -292 -293 -294 -295 -296 -297 -298 -299 -300 -301 -302 -303 -304 -305 -306 -307 -308 -309 -310 -311 -312 -313 -314 -315 -316 -317 -318 -319 -320 -321 -322 -323 -324 -325 -326 -327 -328 -329 -330 -331 -332 -333 -334 -335 -336 -337 -338 -339 -340 -341 -342 -343 -344 -345 -346 -347 -348 -349 -350 -351 -352 -353 -354 -355 -356 -357 -358 -359 -360 -361 -362 -363 -364 -365 -366 -367 -368 -369 -370 -371 -372 -373 -374 -375 -376 -377 -378 -379 -380 -381 -382 -383 -384 -385 -386 -387 -388 -389 -390 -391 -392 -393 -394 -395 -396 -397 -398 -399 -400 -401 -402 -403 -404 -405 -406 -407 -408 -409 -410 -411 -412 -413 -414 -415 -416 -417 -418 -419 -420 -421 -422 -423 -424 -425 -426 -427 -428 -429 -430 -431 -432 -433 -434 -435 -436 -437 -438 -439 -440 -441 -442 -443 -444 -445 -446 -447 -448 -449 -450 -451 -452 -453 -454 -455 -456 -457 -458 -459 -460 -461 -462 -463 -464 -465 -466 -467 -468 -469 -470 -471 -472 -473 -474 -475 -476 -477 -478 -479 -480 -481 -482 -483 -484 -485 -486 -487 -488 -489 -490 -491 -492 -493 -494 -495 -496 -497 -498 -499 -500 -501 -502 -503 -504 -505 -506 -507 -508 -509 -510 -511 -512 -513 -514 -515 -516 -517 -518 -519 -520 -521 -522 -523 -524 -525 -526 -527 -528 -529 -530 -531 -532 -533 -534 -535 -536 -537 -538 -539 -540 -541 -542 -543 -544 -545 -546 -547 -548 -549 -550 -551 -552 -553 -554 -555 -556 -557 -558 -559 -560 -561 -562 -563 -564 -565 -566 -567 -568 -569 -570 -571 -572 -573 -574 -575 -576 -577 -578 -579 -580 -581 -582 -583 -584 -585 -586 -587 -588 -589 -590 -591 -592 -593 -594 -595 -596 -597 -598 -599 -600 -601 -602 -603 -604 -605 -606 -607 -608 -609 -610 -611 -612 -613 -614 -615 -616 -617 -618 -619 -620 -621 -622 -623 -624 -625 -626 -627 -628 -629 -630 -631 -632 -633 -634 -635 -636 -637 -638 -639 -640 -641 -642 -643 -644 -645 -646 -647 -648 -649 -650 -651 -652 -653 -654 -655 -656 -657 -658 -659 -660 -661 -662 -663 -664 -665 -666 -667 -668 -669 -670 -671 -672 -673 -674 -675 -676 -677 -678 -679 -680 -681 -682 -683 -684 -685 -686 -687 -688 -689 -690 -691 -692 -693 -694 -695 -696 -697 -698 -699 -700 -701 -702 -703 -704 -705 -706 -707 -708 -709 -710 -711 -712 -713 -714 -715 -716 -717 -718 -719 -720 -721 -722 -723 -724 -725 -726 -727 -728 -729 -730 -731 -732 -733 -734 -735 -736 -737 -738 -739 -740 -741 -742 -743 -744 -745 -746 -747 -748 -749 -750 -751 -752 -753 -754 -755 -756 -757 -758 -759 -760 -761 -762 -763 -764 -765 -766 -767 -768 -769 -770 -771 -772 -773 -774 -775 -776 -777 -778 -779 -780 -781 -782 -783 -784 -785 -786 -787 -788 -789 -790 -791 -792 -793 -794 -795 -796 -797 -798 -799 -800 -801 -802 -803 -804 -805 -806 -807 -808 -809 -810 -811 -812 -813 -814 -815 -816 -817 -818 -819 -820 -821 -822 -823 -824 -825 -826 -827 -828 -829 -830 -831 -832 -833 -834 -835 -836 -837 -838 -839 -840 -841 -842 -843 -844 -845 -846 -847 -848 -849 -850 -851 -852 -853 -854 -855 -856 -857 -858 -859 -860 -861 -862 -863 -864 -865 -866 -867 -868 -869 -870 -871 -872 <input checked=""



≡ Menu

Case Verification Number: 2018114155643ZK

Report prepared: 04/24/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: roxanne mcmullen

Date of Birth: 04/26/1977

U.S. Social Security Number: ***-**-9742

Employee's First Day of Employment:
04/24/2018

Citizenship Status: U.S. Citizen

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Expiration Date: 04/26/2023 **State:** Missouri

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Diana Zamora

Reason for Closure: Employment Authorized
Auto Close