

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

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

First and Last Name: Tammy Brown  
Email: ~~TammyBrown2002@yahoo.com~~ browntammy1969@gmail.com  
Phone number: 816-333-9419

## Working Experience:

Company Name: Elms Hotel  
Dates of Employment: 2012

Job Responsibility:

- Clean bathrooms
- make beds
- Clean the rooms
- empty trash

Company Name: ~~Elms Hotel~~ John's Floor care  
Dates of Employment: 7/2012 2017

Job Responsibility:

- Clean rest rooms
- mop Floors / run Floor cleaner
- Clean office, Dust, wallcom. water window.
- empty trash

Company Name: Liberty cleaners and Housekeeping  
Dates of Employment: 2017-2018

Job Responsibility:

- Clean rest rooms, Kitchens, Living rooms, bedrooms
- Clean offices
- empty trash, wash windows.
- pull out Frigs and stove, clean in and out. <sup>any thing asked to clean</sup>

## Skills

- Attention to detail, Dedicated
- OCD when comes to cleaning, must be spotless
- Lived on a farm growing up, had to clean everyday To keep it spotless do to Dust, worked in cooking and Kitchens must be cleaned. worked in gas stations had to clean and track shoes. Done clean up on Construction sites and clean up out side of Homes

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# Interview Note Sheet

## Applicant Information

Name: <u>Tammy</u>	Interviewer: <u>Steven</u>
Date: <u>4/9/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Housekeeping</u>	Referred by:

## Test Scores

Server	26/35	83 %	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	13/14	99 %

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

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

Tammy has multi years of experience in housekeeping. She is looking for fulltime housekeeping.

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:

## 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 Tammy M. Brown Date: 4-9-18  
 Home Telephone (816) 337-9419 Other Telephone ( ) \_\_\_\_\_  
 Present Address woman she/her  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address browntammy1969@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  
NO  
 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 Leon 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? 9-10-18

*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	?	?	?	?	?	?	?
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  
Leon - Friend  
 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?
Cameron High	Cameron mo.	9th	no
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 Liberty cleaning

Type of Business Housekeeping Telephone No. ( ) : Supervisor's Name Bonnie Bishop

Your Position and Duties House Keeping - offices, homes, apart, ceal rest rooms, Kitchens, Living room, bed rooms, Dust, vaccom, mop.

Dates of Employment: From 2017 To 2018 Weekly Pay: Starting 10:00 Ending 10:00

Reason for Leaving: got sick

Name and Address of Employer Jhon Floor care

Type of Business Janitorial Telephone No. ( ) : Supervisor's Name Jhon

Your Position and Duties Janitorial, clean office- vaccom, Dust, mop. window.

Dates of Employment: From 2017 To 2018 Weekly Pay: Starting 10:00 Ending 20:00

Reason for Leaving: sexul Harasmon

Name and Address of Employer Elms Hotel

Type of Business Hotel-restro and spa Telephone No. (816) 630-5500 Supervisor's Name ?

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Your Position and Duties make bed, vaccom, Dust, clean rest rooms, stock  
Lean closets, watch bedding windows.

Dates of Employment: From 10/2012 To 2012 Weekly Pay: Starting 8:00 Ending 8:00

Reason for Leaving: moved

Name and Address of Employer Debbie's Diner

Type of Business restrant Telephone No. ( ) Supervisor's Name Debbie

Your Position and Duties waitress, cleaned floors, restrooms, serve  
Food, preparing Food, cook, run register

Dates of Employment: From 2012 To 2012 Weekly Pay: Starting 5.25 Ending 5.25

Reason for Leaving: moved + tips + tips

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: Dian Telephone No. (816) 977-6785

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 8

Name: Leon Telephone No. (816) 647-5906

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 2 mo.

Name: Toir Telephone No. (816) 548-5453

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Friend work Number of Years Acquainted: 1

with

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

✓  
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.

✓  
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.

✓  
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.

✓  
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.

✓  
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**

*Johnny Brown*

**Date**

*4-9-18*

Name: Tammy Brown

Housekeeping Test

Score: 9/14

99%

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 <input type="radio"/> Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily <input type="radio"/> 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?

and close of are. report it to the supervisor

10. What do you do if you find Lost and Found items in a guest rooms? return to supervisor or Front Desk.

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

One is an antibiotic. Product and one is for everyday cleaning. one to kill germs the other to clean

Name Tammy Brown  
Servers Test Score 25 / 35

**Multiple Choice**

- B 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- B 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- C 3) Food and drinks are removed on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- B 4) What part of a glass should you handle at all times?  
a) The stem  
b) The widest part of the glass  
c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?  
a) Neatly and evenly across the tables  
b) The creases should all be going in the same directions  
c) The chairs should be centered and gently touching the table cloth  
d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?  
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
c) Try to convince the guests to eat what you brought them  
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

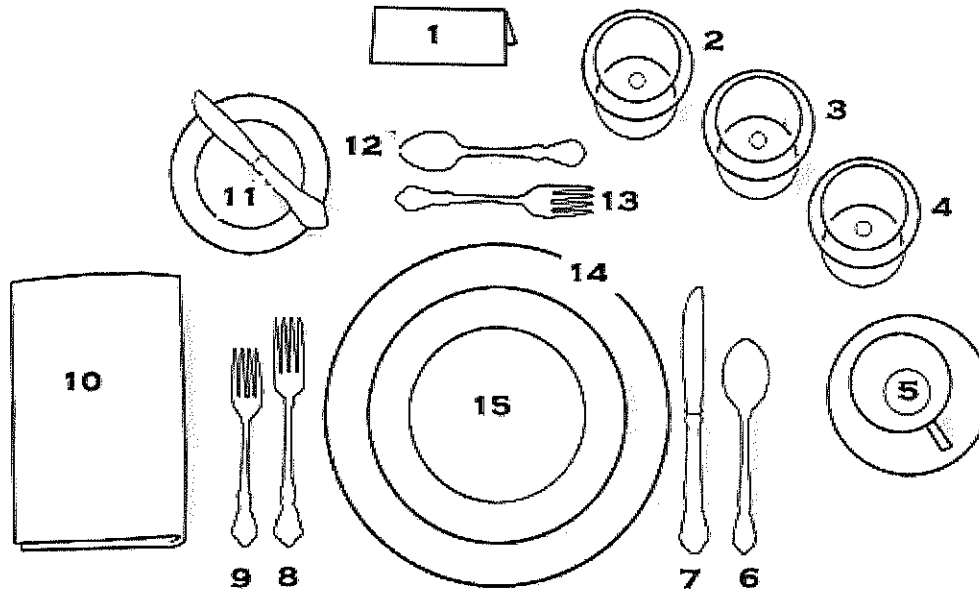
- D Scullery  
E Queen Mary  
A Chaffing Dish  
B French Passing  
G Russian Service  
F Corkscrew  
C Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water  
B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)  
C. Used to hold a large tray on the dining floor  
D. Area for dirty dishware and glasses  
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored  
F. Used to open bottles of wine  
G. Style of dining in which the courses come out one at a time



Name Tammy Brown  
Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

- |           |                       |           |                              |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin                | <u>8</u>  | Dinner Fork                  |
| <u>11</u> | Bread Plate and Knife | <u>5</u>  | Tea or Coffee Cup and Saucer |
| <u>1</u>  | Name Place Card       | <u>7</u>  | Dinner Knife                 |
| <u>6</u>  | Teaspoon              | <u>3</u>  | Wine Glass (Red)             |
| <u>13</u> | Dessert Fork          | <u>9</u>  | Salad Fork                   |
| <u>12</u> | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>15</u> | Salad Plate           | <u>4</u>  | Wine Glass (White)           |
| <u>2</u>  | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Creamer, Sugar, Lean, Honey
- Synchronized service is when: several at the same time
- What is generally indicated on the name placard other than the name? set number and name
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Take to the cook,



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018099180956FS**

Report Prepared: 04/09/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Brown

First Name: Tammy

Date of Birth: 03/05/1974

Social Security Number: \*\*\* \*\* 2452

Hire Date: 04/09/2018

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: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 03/05/2020

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 04/09/2018

Case Submitted By: DZAM1545

SENSITIVE BUT UNCLASSIFIED