

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Tammy Brown
Email: brown.tammy@yahoo.com brown.tammy1969@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 Thorn's Floor care

Dates of Employment: 7/2012 2017

Job Responsibility:

- Clean rest rooms
- mop floors / run Floor cleaner
- clean office, Dust, wallcom. wash windows.
- empty trash

Company Name: Liberty cleaners and House keeping

Dates of Employment: 2017-2018

Job Responsibility:

- Clean rest rooms, Kitchens, Living rooms, bedrooms
- Clean offices
- empty trash, wash windows.
- Pull out Frigts and stove, clean in and out.

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 clean. worked in gasbar

800.236.2276 • info@acrobotoutsourcing.com

had to clean and track stops. Done clean up on Construction sites and clean up outside of homes

Interview Note Sheet

Applicant Information

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

Test Scores					
Server	26/35	73 %	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) 335-9419 Other Telephone ()
 Present Address Woman shelter
 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

Acrobat

outsourcing
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.)

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 House Keeping Telephone No. () Supervisor's Name Bonnie Bishop

Your Position and Duties House Keeping - offices, homes, apart., clean rest rooms, Kitchens, Living room, bed rooms, Dust, vacuum, mop. what ever the client ask for

Dates of Employment: From 2012 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- vacuum, Dust, mop. window.

Dates of Employment: From 2015 To 2018 Weekly Pay: Starting 10:00 Ending 20:00

Reason for Leaving: Sexual Harassment

Name and Address of Employer Elms Hotel

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

and spa

Acrobat

outsourcing

Your Hospitality Staffing Professionals

Your Position and Duties make bed, valcom, Dust, clean rest rooms, stock
Lean closets, wash 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 restront Telephone No. (____) _____ Supervisor's Name Debbie

Your Position and Duties Waitress, cleaned Floors, restrooms, Survey
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

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) 641-5906

Address _____

Occupation: _____ Relationship: Friend Number of Years Acquainted: 2 mo.

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

Address _____

Occupation: _____ Relationship: Friend work w/fh Number of Years Acquainted: 1

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

A handwritten signature in black ink that appears to read "Tammy Brown".

49-18

Name: Tammy Brown

Score: 9/14

9/14

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?
And close off area, report it to the supervisor
10. What do you do if you find Lost and Found items in a guest room?
Front Desk, return to supervisor
11. Describe the difference between a disinfectant and a cleaning solution?
Product and one is for everyday cleaning. one to kill germs the other to clean

Servers Test

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

83.

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 dinning 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



Scullery



Queen Mary



Chaffing Dish



French Passing



Russian Service



Corkscrew

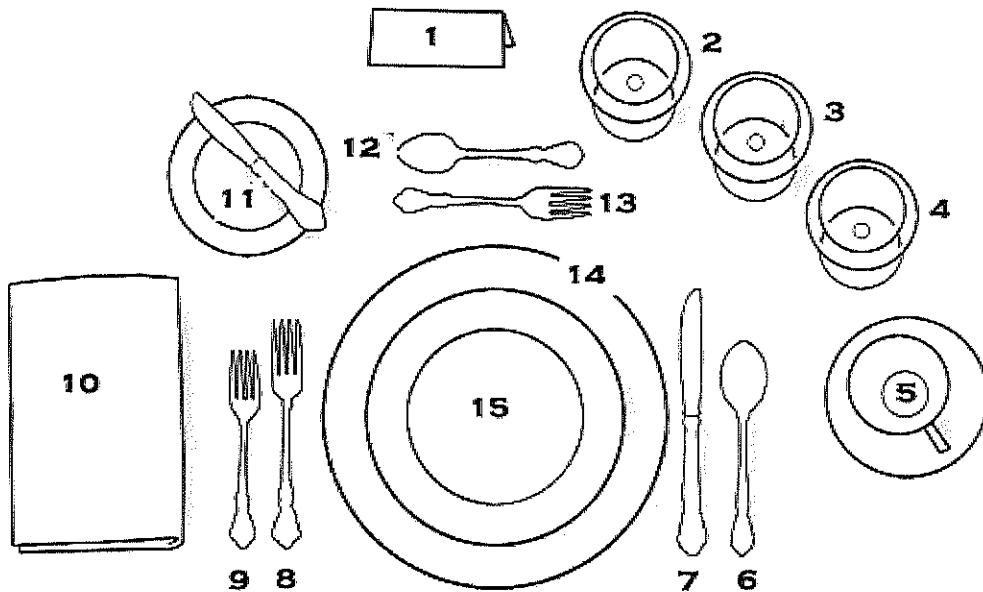


Tray Jack

- 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>5</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u> 10	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>6</u>	Teaspoon	<u>3</u> 10	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

1. The utensils are placed 1 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Creamer, Sugar, Lean, Honey
3. Synchronized service is when: Served at the same time
4. What is generally indicated on the name placard other than the name? Set number and name
5. The Protein on a plate is typically served at what hour on the clock? 10:00
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