

Interview Note Sheet

Applicant Information	
Name: <u>Herlina Williams</u>	Interviewer: <u>Diane Zamora</u>
Date: <u>04/10/18</u>	Rate of Pay: \$ <u>9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeper</u>	Referred by: <u>Denise Johnson</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	<u>7</u> /20	<u>35</u> %	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>10</u> /14	<u>70</u> %

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p><u>Housekeeping experience for 6 months.</u></p> <p><u>works at a Home Care part time.</u></p>
P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____

Transportation		
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool (Rider / Driver)		
Regions Available to work:		
<input 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)		
TIPS Serv-Safe LEAD Other _____ 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:		
Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Chef Coat Chef Pants Knives <input checked="" type="radio"/> Black Pants <input checked="" type="radio"/> Non-Slip Shoes Bow Tie Other: _____		
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/>	Convention Candidate? <input type="checkbox"/>	Other Languages Spoken: _____

HERLINA WILLIAMS

2610 Myrtle, Kansas City, MO 64127

Home: 816.617.2969

herlinawilliams33@yahoo.com

SUMMARY

Dedicated Warehouse Clerk seeking employment with your company. Offering exceptional ability to fill customers' orders following standard operating procedures. Highly skillful, reliable, efficient worker with a great ability to supervise incoming and outgoing shipments effectively.

HIGHLIGHTS

- Experienced
- Fast and Efficient
- Safety Oriented
- Able to multi task
- Customer Service Focused
- Accuracy

EXPERIENCE

ALLIANCE INC

Kansas City, KS

Personal Care

09/2015 to 07/2016

- Developed patient care plans, including assessments, evaluations, and help with nurse diagnoses.
- Made appropriate interventions by reading and interpreting fetal heart monitors.
- Supported patients with customized patient teaching tools.
- Helping complete daily tasks i.e. grocery store, doctor appointments etc

GROUP

Kansas City, KS

02/2013 to 08/2015

Production Line/ Packaging Team

- Worked wire harness
- Consuls and lightbulb
- Coordinated inventory and cost control

GREENIES

Kansas City, MO

06/2012 to 01/2013

Production Line/Packaging Team

- Assembled dog food on production line, assuring quality
- Set up and operated production equipment in accordance with current good manufacturing/production practices and operating procedures.

TARGET

Kansas City, MO

02/2010 to 05/2012

Store Clerk/Asst Manager

- Served as liaison between customers, store personnel and various store departments.
- Confirmed that appropriate changes were made to resolve customers' problems.
- Met incoming customers and provided immediate assistance.
- Helped manage team of 7 or more.

EDUCATION

HIGH SCHOOL DIPLOMA

2010

Hogan Prep Academy, Kansas City, MO, USA

*Job References 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 Herlina Williams Date: 4/11/18
 Home Telephone () _____ Other Telephone (816) 617-79609
 Present Address 2610 W. 11th St
 Permanent Address, if different from present address: _____
 Email Address HerlinaWilliams33@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Any Salary desired: 12.5

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 _____ 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? 4/12/18

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	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>
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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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.) _____

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?
Hogan Prep Academy	Kansas MO		YES
Do you have any special licenses, certificates or special training? If so please list under "Special".			
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 Alliance 1833 Wany

Type of Business Homeless Telephone No. (816) 483-3977 Supervisor's Name mail

Your Position and Duties grocery store, Doctor appointments

Dates of Employment: From 9/2015 To 4/2018

Reason for Leaving: Still there

Name and Address of Employer GROUP

Type of Business Production Line Telephone No. (816) 500-1502 Supervisor's Name Arnold Pool

Your Position and Duties Worked wire harness, Consoles and light bulbs

Dates of Employment: From 2/2013 To 8/2015

Reason for Leaving: Too many shut Down

Name and Address of Employer _____

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Your Hospitality Staffing Professionals

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

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 _____

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 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: Arnold Pool Telephone No. (816) 500-1507

Address 3010 Main

Occupation: Manager Relationship: _____ Number of Years Acquainted: 3

Name: Diana Williams Telephone No. (816) 337-7475

Address 3228 Belmont

Occupation: Supervisor Relationship: _____ Number of Years Acquainted: 3

Name: Ladonia Mayfield Telephone No. (702) 917-0604

Address Las Vegas Nevada

Occupation: _____ Relationship: Sister Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

HW

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.

HW

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.

HW

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.

HW

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.

HW

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

Anna Miller

Date

4/11/2018

Name: Arlene Williams

Housekeeping Test

Score /14

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?
10. What do you do if you find Lost and Found items in a guest rooms?

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

Multiple Choice (1 point each)

- _____ 1) A gallon is equal to _____ ounces
- ☒ a. 56
 - ☐ b. 145
 - ☐ c. 32
 - ☐ d. 128
- _____ 2) Mesclun are what type of vegetable?
- ☐ a. Roots
 - ☐ b. Beans
 - ☒ c. Salad Greens
 - ☐ d. Spices
- _____ 3) What does the term braise mean?
- ☐ a. Sear quickly on both sides
 - ☒ b. Slowly cook in covered pan with little liquid
 - ☐ c. Cook on high heat and quickly
 - ☐ d. Slowly cook in simmering water
- _____ 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- ☐ a. 155 degrees F
 - ☒ b. 165 degrees F
 - ☐ c. 175 degrees F
 - ☐ d. 185 degrees F
- _____ 5) How do you blanch vegetables?
- ☐ a. Immerse for a short time in boiling water
 - ☐ b. Cook lightly in butter over med heat
 - ☐ c. Soak in cold water overnight
 - ☒ d. Rub with salt before cooking
- _____ 6) Which of the following ingredients would you pack before measuring?
- ☒ a. Olive Oil
 - ☐ b. Salt
 - ☐ c. Brown Sugar
 - ☐ d. White Sugar
- _____ 7) What is Al Dente?
- ☐ a. Firm but not hard
 - ☒ b. Soft to the touch
 - ☐ c. Very hard
 - ☐ d. Very soft
- _____ 8) Food should be left out no more than
- ☒ a. 2 hours
 - ☐ b. 3 hours
 - ☐ c. 4 hours
 - ☐ d. 5 hours

Prep Cooks Test

- _____ 9) Which is the improper way to thaw frozen food?
- a. In the fridge
 - ☒ b. In a sink with cold water
 - c. On the counter
 - d. In the microwave
- _____ 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - ☒ c. Flour
 - d. Water
- _____ 11) What is the temperature range of the danger zone?
- a. 25-135
 - ☒ b. 40-140
 - c. 50-160
 - d. 30-130
- _____ 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - ☒ d. Mince, dice, chop
- _____ 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - b. Turned towards you for better control
 - ☒ c. Turned towards the right or left at all times
 - d. Over the countertop at all times
- _____ 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - c. Liquid
 - ☒ d. Oil
- _____ 15) Which spoon is used to remove fat from soups and stews
- ☒ a. Basting Spoon
 - b. Ladle
 - ☒ c. Slotted Spoon
 - d. Portion Spoon
- _____ 16) Which of the following means to cook in a small amount of fat?
- ☒ a. Season
 - b. Sauté
 - c. Broil
 - d. Boil
 - e. Fry

Prep Cooks Test

- _____ 17) What is a Julien cut?
- ☒ a. Food cut into long thin strips, matchstick
 - b. Food cut into long thin strips then turned and cut into a 1/8' dice
 - c. Food diced into finely chopped and uniform pieces
 - d. Cutting and peeling into oblong seven sided football like shapes
- _____ 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.
- a. Sweat
 - b. Boil
 - c. Roast
 - ☒ d. Grill

Fill-in the Blank (1 point each)

- 19) _____ & _____ are the basic seasoning ingredients for all savory recipes.
- 20) _____: to cut into very small pieces when uniformity of size and shape is not important.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018101154637HG

Report Prepared: 04/11/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Williams

First Name: Herlina

Date of Birth: 06/27/1992

Social Security Number: *** ** 6974

Hire Date: 04/11/2018

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: 06/27/2022

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 04/11/2018

Case Submitted By: DZAM1545

Closed On: 04/11/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED