

# Interview Note Sheet

Applicant Information	
Name: <u>Kashonna Maggit</u>	Interviewer: <u>Steven G</u>
Date: <u>4/17/18</u>	Rate of Pay: \$
Position (s) Applied for: <u>Housekeeping</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>12/14</u>	<u>86</u> %

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

## Relevant Experience & Summary of Strengths

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

Kashonna Maggit works for Caring Hearts Home Health.

experience

- Transporting
- Meal Planning
- Support
- 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:

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

First and Last Name: Kashonna Maggitt  
Email: KashonnaMaggitt@hotmail.com  
Phone number: 816-433-3105

## Working Experience:

Company Name: Caring Hearts Home Health  
Dates of Employment: 06-09 to Present

Job Responsibility:

- Transporting
- Goal Planning
- Support
- House Keeping

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
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## Skills

- Communication Skills
- Reliable
- Documentation
- Motivation, Being Positive

## 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 Kashonna Maggit Date: 04-17-18  
 Home Telephone ( N/A ) Other Telephone ( 816 ) 433-3105  
 Present Address 1028 Riverview ave KCK KS 66102  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Kashonnamaggit@hotmail.com

### EMPLOYMENT DESIRED

Position applying for: House Keeping / Laundry Salary desired: Open  
 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 Workforce Center 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? ASAP

*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	<u>6pm to</u>	<u>6pm -</u>	<u>6pm -</u>	<u>6pm -</u>	<u>6pm -</u>	<u>6pm -</u>	<u>6pm -</u>

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.) \_\_\_\_\_

NI

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
KCMO Elementary School	KCMO	G.E.D.	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<del>NO</del>
Are you computer literate? If so, list software knowledge under "Special."		YES	<del>NO</del>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<del>NO</del>
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	<del>NO</del>
Special: <u>Good Communication Skills. / Great Personality</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 Caring Hearts Homehealth Agency  
Type of Business Home Health Telephone No. (913) 621-3108 Supervisor's Name Maria Carline  
Your Position and Duties Support worker / Personal Care Attendant

Dates of Employment: From 06/2009 To Present Weekly Pay: Starting 13.75 Ending 13.75

Reason for Leaving: Present

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: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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

Km 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.

Km 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.

Km 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.

Km 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.

Km 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**

Kashanna West

**Date**

04-17-18

Name: \_\_\_\_\_

Kashonner Maggitt

Score 8/14

Housekeeping Test

- 86%
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?

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

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

Disinfectant and a Cleaning Solution are made with different Types of Chemicals



## Case Verification Number: 2018114193258AY

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:** kashonna maggit

**Date of Birth:** 07/09/1982

**U.S. Social Security Number:** \*\*\*-\*\*-3458

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

**Citizenship Status:** U.S. Citizen

### Document Information

**List B Document:** ID card issued by a U.S. federal, state or local government agency

**List C Document:** Social Security Card

### Case Information

**Current Case Result:** Closed

**Case Submitted By:** Diana Zamora

**Reason for Closure:** Employment Authorized  
Auto Close