

Interview Note Sheet

Applicant Information	
Name: <u>Teresa White</u>	Interviewer: <u>Steven</u>
Date: <u>4/14/18</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	13 /14	93 %

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Teresa White has experience in housekeeping and warehouse cleaning

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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TERESA A WHITE
5118 Lydia
KANSAS CITY, MO 64110
Phone: (816) 352-7954
Alt Phone: (816) 361-3212
Email: teresawhit17@gmail.com

Employment History

Home Care Giver ,

04/2010 - Current

Another Day

Lenexa, KS

Responsible for providing care to child with disabilities

Assembler/ Production , Production Workers, All Other

04/2015 - 01/2018

Prologistix/pure Fishing

100 NM Englewood RD., Kansas City, MO

Maintain a positive and safe work enviroment, meet quality exspectations, maintain company quota, maintain good attendance as well as performanc. Be able to work under preasure with a positive attitude, inspect, sort and pull parts for shipping, clean work area, teamplayer

Production Worker , Packaging and Filling Machine Operators and Tenders

10/2016 - 08/2017

Allied Staffing

3675 S Noland Rd # 125, kansas, MO

Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products.

Assemblers and Fabricators, All Other , Assemblers and Fabricators, All Other

09/2012 - 09/2016

Prologistix Staffing/Groupo

100 nw Engelwood Rd, Gladstone, MO

Assembled auto parts for Gm, sorted packaged, prepare for shipping, loaded-unloaded, order filler,checked items for quality assurance and maintain company quota

Maintenance Ambassador ,

02/2011 - 01/2013

The Downtown Council

KANSAS CITY,

Performs maintenance services to the Downtown area, which includes picking up litter from the sidewalk and provide care for lawns around parks and recreational areas.

Caregiver ,

06/2006 - 10/2009

Comfort Care

Kansas City, MO

Assist with oral and personal hygiene Assist with meal preparation and daily activities Assist with bathing and feeding Assist with Dr. Appointments Assist with ambulation Assist with medication reminer

Caregiver ,

06/2007 - 10/2009

Comfort Keepers

Kansas City, KS

Assist with daily Adl's, meal preparation and daily activities, maintain a safe and secure enviroment,assist with feeding if needed,lifting, walkers, wheelchair,assist with doctors appt.,light housekeeping

Administrative Assistant/ ,

02/2009 - 06/2009

Mini Campus Preschool

Grandview, MO

TERESA WHITE

Assist in classroom,update files,maintaain accurate ratio,assist parents with sign-in,assist parents with paperwork,maintain safe and structure enviroment,assist with field trip planning,complete children and staff files,invoices,payments,authorizations,clear receptionist area,complete daily log and attendance

Support Worker ,

10/2008 - 03/2009

Symphony Support

Raytown, MO

Assist clients with disabilities,Assist clients with employment and educational services,Assist clients with medical needs, Assist clients with daily needs, follow individual care plan of each client,provide transportation.

Linen Clerk/Lead ,

06/2005 - 03/2007

Medical center of Independence

Independence, MO

Communicate daily with charge nurses Complete senses report daily Stock linen carts and complete linen orders daily Assist housekeepers with various task Answer phones and pagers in timely manner Taking responsibility when management is out of building

Housekeeper/Special services ,

01/2004 - 06/2005

Unity Village

UNITY VILLAGE, MO

CLEANING, GUEST SERVICES, INVENTORY, LAUNDRY, INSPECTING

Housekeeper ,

07/1996 - 06/1999

Park lane Medical Center

Kansas city, MO

Report to charge for daily reports and changes Clean emergencyand ICU areas Strip and clean patient rooms Clean bathroom and waiting areas Make patient beds

Caregiver ,

03/1993 - 06/1996

Birchwood Group Home

Grandview, MO

Assist 10-15 residents daily with daily Adls Assist residents with personal and oral hygiene Assist with meal planning and meal preparation Assist residents with grooming and dressing guidance Assist residents with chores Monitor and record information on each resident daily per shift.

Education History

Completion Date	Issuing Institution	Location	Degree Received	Course of Study
01/2009	University Of Central Missouri	Kansas Citu, MO	Vocational School Certificate	CnaI Curriculum
10/1993	Hyde High	Chillicote, MO	High School Equivalency Diploma	

Honors

CNA certification. Has experience in home health (10-12yrs.)

Name: _____

Housekeeping Test

Score 13/14

7. 93

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

Disinfectant

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 Teresa Anne White Date: 4-18-18
Home Telephone (866) 352 7954 Other Telephone (866) 361-3212
Present Address 510 Lyda Ln 740
Permanent Address, if different from present address: same as above
Email Address teresawhite7@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping / Houseperson Salary desired: \$12.00/hr
Are you currently registered with any staffing and/or employment agencies? If so, please list
Manpower, TMLCO, Allied, Prologistics
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 Good Will 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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	ANY	ANY	ANY	ANY	ANY	ANY	ANY
PM	ANY	ANY	ANY	ANY	ANY	ANY	ANY
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>N/O</u>							

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.) _____

NA

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Pena Valley	CA MO	High School	Current
Hyde High	Chellcothe MO	Basic G.E.D.	YES
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: have worked on housekeeping all of teenage yrs.			

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 _____ RESUME Attached

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 _____

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 _____

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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: York Wilson Telephone No. (816) 433-9904

Address ke mlo

Occupation: Director Relationship: none Number of Years Acquainted: 2

Name: Johna Benimann Telephone No. (816) 216-8454

Address 1740 Tasee

Occupation: Director of IT Dept Relationship: none Number of Years Acquainted: 10+

Name: Mrs. Williamson Telephone No. (816) 186-8333

Address ke mlo

Occupation: nurse Relationship: none Number of Years Acquainted: 10+

Please Read Carefully, Initial Each Paragraph and Sign Below

TW 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.

TW 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.

TW 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.

TW 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.

TW 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 Tina White **Date** 4-18-18



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018109135251NY

Report Prepared: 04/19/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: white

First Name: Teresa

Date of Birth: 10/11/1967

Social Security Number: *** ** 3256

Hire Date: 04/19/2018

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: 10/11/2020

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 04/19/2018

Case Submitted By: DZAM1545

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