

Interview Note Sheet

Applicant Information

Name: <u>Jozette</u>	Interviewer: <u>Pat Starn</u>
Date: <u>4/23/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Housekeeping, Houseman</u>	Referred by:

Test Scores

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

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Jozette has years of experience as a housekeeper. She wants a Housekeeping job fulltime only.

P.O.S. Experience: Y / N details: _____

Transportation

<u>Car</u>	<u>Public Transit</u>	Carpool (Rider / Driver)
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Regions Available to work:

Kansas City,KS	Overland Park,Kansas	<u>Kansas City,MO</u>	Independence,MO
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Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

<u>Open</u>	AM only	PM only	Weekdays only	Weekends only
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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:

Email: mouseey19497@gmail.com

Phone number: 816 269 5756

Working Experience:

Company Name:

Dates of Employment: 11/2014 / 7/2017

Job Responsibility:

- making sausages
-
-
-

Company Name:

Dates of Employment: _____

Job Responsibility:

- laundry
- rooms
- bathrooms
-

Company Name:

Dates of Employment: 1/2003 / 2/2004

Job Responsibility:

- vacuum
- dust
- trash
- make beds

Skills

-
-
-
-

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 JOSEPH BARRETT Date: 4/23/18
Home Telephone (816) 269-5756 Other Telephone (816)
Present Address 11204 MANCHESTER
Permanent Address, if different from present address: N/A
Email Address MOUSEBY19497@gmail.com

EMPLOYMENT DESIRED

Position applying for: open Salary desired: open

Are you currently registered with any staffing and/or employment agencies? If so, please list

N/A
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: open To: open

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☒ Name of Referral Theresa White 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	<u>open</u>	<u>6:00 am</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
PM	<u>_____</u>	<u>6:00 pm</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</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

Theresa White 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.) NA

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
South East Sr	KANSAS CITY MO	GEN	no
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>YES</u>	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>YES</u>	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	<u>NO</u>
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? NA Yes No

Name and Address of Employer Mini Campus Daycare 5719 Wabash KCMO

Type of Business Daycare Telephone No. (785) 521-1322 Supervisor's Name Mrs Sanya

Your Position and Duties Day Care Provider
Teaching Children

Dates of Employment: From 12/2000 To 6/2007 Weekly Pay: Starting \$9.50 Ending \$9.50

Reason for Leaving: Better Pay

Name and Address of Employer Love + Care Day Care 10909 W. Helling Ave

Type of Business Day Care Telephone No. (816) 337-7757 Supervisor's Name Stephanie Jenkins

Your Position and Duties Day Care Provider
Teaching Children

Dates of Employment: From 1/2008 To 11/2014 Weekly Pay: Starting \$9.50 Ending \$11.50

Reason for Leaving: Closed Down

Name and Address of Employer Holiday Inn

Type of Business Hotel Telephone No. () Supervisor's Name Tony

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Your Position and Duties Maid making beds, cleaning bathrooms vacuuming trash

Dates of Employment: From 10/2014 To 6/2017 Weekly Pay: Starting \$10.00 Ending \$10.00

Reason for Leaving: close down for remodeling

Name and Address of Employer KANSAS CITY SAUSAGE 8001 NW 106 ST

Type of Business meat co Telephone No. (816) 891 9600 Supervisor's Name DAVE

Your Position and Duties packer packed sausage, wrapper, boxer

Dates of Employment: From 11/2014 To 7/2017 Weekly Pay: Starting \$11.00 Ending \$11.75

Reason for Leaving: ~~Bad pay~~ Not Enough hrs

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: CURCA HARVEY Telephone No. (816) 433 9935

Address 5914 WABASH KCMO

Occupation: Level 1 med aid Relationship: Friend Number of Years Acquainted: 25 yrs

Name: TIERICA HARVEY Telephone No. (816) 694 5282

Address 3626 Cypress KCMO

Occupation: Level 1 med aid Relationship: Friend Number of Years Acquainted: 20 yrs

Name: Stephanie Carpenter Telephone No. (816) 914

Address _____

Occupation: Customer Service Relationship: Manager Number of Years Acquainted: 10 yrs

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 _____ **Date** _____

Name: Jozette Barrell

Housekeeping Test

Score: 8/14

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?

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

Turn them in to front desk
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfect solution disinfects
Cleaning solution cleans



Case Verification Number: 2018114201306MZ

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: Jozette barrett

Date of Birth: 03/11/1964

U.S. Social Security Number: ***-**-0199

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