

Interview Note Sheet

Applicant Information

Name: <u>Jozette</u>	Interviewer: <u>Robert Steven</u>
Date: <u>4/23/18</u>	Rate of Pay: <u>\$14.00</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	/14	86 %

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

<input checked="" type="checkbox"/> Car	<input type="checkbox"/> Public Transit	<input type="checkbox"/> Carpool (Rider / Driver)
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Regions Available to work

Kansas City, KS	Overland Park, Kansas	<input checked="" type="checkbox"/> Kansas City, MO	Independence, MO
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Certifications (if any)

TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

<input checked="" type="checkbox"/> Open	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:

Tozette Barrett
Email: mouseey19497@gmail.com
Phone number: 816 269 5756

Working Experience:

Company Name: Kansas City Sausage
Dates of Employment: 11/2014 / 7/2017

Job Responsibility:

- making sausages
-
-
-

Company Name: Holiday Inn

Dates of Employment: _____

Job Responsibility:

- laundry
- rooms
- bathrooms
-

Company Name: La Quinta Hotel

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 Josephine Barrett Date: 4/23/18
 Home Telephone (216) 269 5756 Other Telephone (876) _____
 Present Address 11204 Manchester
 Permanent Address, if different from present address: N/A
 Email Address MOUSEEY19497@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

✓

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
	<u>6:00 am</u>	—	—	—	—	—	—
AM	<u>7:00</u>	<u>6:00 am</u>	—	—	—	—	—

PM	<u>6:00 pm</u>	—	—	—	—	—	—
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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	8th	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 NA

Name and Address of Employer Mini Campers DayCare 5719 Wabash KC MO

Type of Business DayCare Telephone No. 785 5211322 Supervisor's Name Mrs SANYA

Your Position and Duties Day Care Provider

Teaching Children

Dates of Employment: From 12/2000 To 4/2007 Weekly Pay: Starting \$9.50 Ending \$9.50

Reason for Leaving: Better Pay

Name and Address of Employer LOVE + CARE Day Care 10909 Welling 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 Hospitality Staffing Professionals

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: Ciencia Harvey Telephone No. (816) 433 9935

Address: 5914 Wabash KCMO

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

Name: Tiricia Harvey Telephone No. (816) 694 5182

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: Zoette Barron
Score 8/14

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?

Report to me

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

86/14



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