

Interview Note Sheet

Applicant Information	
Name: <u>Walter Coleman</u>	Interviewer: <u>Steven</u>
Date: <u>5/14/13</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	95%

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

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p><u>Walter Coleman</u></p> <ul style="list-style-type: none"> - experience warehouse clean - Shipment and receiving
P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____

Transportation
<input type="checkbox"/> Car <input type="checkbox"/> Public Transit <input type="checkbox"/> Carpool (Rider / Driver)

Regions Available to work:
<input checked="" type="checkbox"/> Kansas City, KS <input type="checkbox"/> Overland Park, Kansas <input checked="" type="checkbox"/> Kansas City, MO <input type="checkbox"/> Independence, MO

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
Details: _____

Uniforms Owned:			
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____			
<table border="0"> <tr> <td>Would you recommend this applicant for Acrobat Academy?</td> <td>Convention Candidate?</td> <td>Other Languages Spoken:</td> </tr> </table>	Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:	

WALTER COLEMAN

4027 S. Minnie Street Kansas City, KS 66103 · 913-636-6110
Colemanw31@yahoo.com

Objective: I am seeking an entry level position where I can utilize my knowledge and training for the better growth of the company

EXPERIENCE

FEB 2018 – PRESENT

2018 – PRESENT UPS

SUPERVISOR: JERMAINE 1-800-742-5877

STOCKING PACKAGING, SHIPPING, AND LABEL STICKER

JULY 2016 – FEB 2018

2017 – 2018 NATIONAL MIDPOINT

SUPERVISOR: SHARON GADDIS 913-250-7819

STOCKING PACKAGING, SHIPPING, AND LABEL STICKER

OCTOBER 2009 – JULY 2016

2009 – 2016 WYANDOT INC

SUPERVISOR: RICK TESSANDORI 913-915-2756

Provided general cleaning and maintenance for all Wyandot Inc buildings

EDUCATION

1997- 2000 J.C. HARMON HIGH SCHOOL

General Education Program

2017 - PRESENT KANSAS CITY KS COMMUNITY COLLEGE

Currently enrolled in the audio engineer program with an emphasis in production industry.

SKILLS

- Excellent customer support skills
 - Ability to prioritize and organize in a fast-paced environment
 - Dependable
 - Detail orientated
 - Initiative and problem-solving abilities
-

ACTIVITIES

I enjoy net- working, serving my community, and making America Great Again

PROFESSIONAL REFERENCES

- Rick Tessandori 913-915-2756 Supervisor at Wyandot Center
- Larry Burnett 913-660-2797 Co-worker
- Mack Flower 913-319-9198 Scanner at UPS



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 Walker R. Coleman JR Date: 05-15-2018
 Home Telephone () _____ Other Telephone (913) 636-6110
 Present Address 4027 S Minnie St
 Permanent Address, if different from present address: _____
 Email Address Colemanw31@yahoo.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____
 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 Work Source Newspaper ☐ Job Fair ☒ Agency ☐ Company Website ☐
 Other Web Posting ☐ Other Source ☐
 Could you work overtime, if necessary? Yes X 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							
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 X If yes, when? _____
 Do you have friends or relatives working for Acrobat Outsourcing? Yes ___ No X If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes X No ___

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X No ___

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outsourcing
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?
KEKCC	Kansas, Kansas	Some College	No
J.C. Harmon High	Kansas, Kansas	12	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input 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."		YES	<input type="radio"/> 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 Lips 223 James Street

Type of Business Shipping Telephone No. (820) 742-5877 Supervisor's Name Termaine
Your Position and Duties Unload Soda

Dates of Employment: From Feb 08 To present

Reason for Leaving:

Name and Address of Employer National Midpoint

Type of Business Shipping Telephone No. (913) 250-7819 Supervisor's Name Sharon Goodis
Your Position and Duties Stocking, packaging

Dates of Employment: From July 2016 To Feb 2018

Reason for Leaving: Lack of work

Name and Address of Employer Waypoint Inc.

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Your Hospitality Staffing Professionals

Type of Business Custodian Telephone No. (913) 915-2756 Supervisor's Name Rick Tessone
Your Position and Duties General Cleaning and Maintenance

Dates of Employment: From Oct 2009 To July 2016

Reason for Leaving: Lay off

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 /
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: Mark Flower Telephone No. (913) 319-9198

Address 4128 Thompson Kansas City KS

Occupation: UPS Relationship: friend Number of Years Acquainted: 4

Name: Larry Burnett Telephone No. (____) _____

Address 4026 Oakland Kansas City KS

Occupation: Wyandot Inc Relationship: friend Number of Years Acquainted: 10

Name: Rick Tessone Telephone No. (913) 915-2756

Address "

Occupation: Wyandot Inc Relationship: friend Number of Years Acquainted: 7



Please Read Carefully, Initial Each Paragraph and Sign Below

WC 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.

WC 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.

WC 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.

WC 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.

WC 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

Cafoma Walk

Date 05-15-2016

Name: Walter Coleman

Score /14

Housekeeping Test

95%

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?

Reported to my Supervisor immediately, take all linen and seal it in a bag
10. What do you do if you find Lost and Found items in a guest rooms?

Give to front desk clerk
11. Describe the difference between a disinfectant and a cleaning solution?

disinfectant is for frequently touch surfaces
Cleaning solution removed debris, dirt, dust etc



Case Verification Number: 2018136211041KF

Report prepared: 05/16/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Walter Coleman

Date of Birth: 03/06/1981

U.S. Social Security Number: ***-**-2458

Employee's First Day of Employment: 05/16/2018

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

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close