

# Interview Note Sheet

## Applicant Information

Name: <u>Walter Colomian</u>	Interviewer: <u>Steven</u>
Date: <u>5/14/11</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	/14	95%

Seeking:

Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

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

Walter Colomian

- experience warehouse clean
- Shipment and receiving

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:

# **WALTER COLEMAN**

4027 S. Minnie Street Kansas City, KS 66103 · 913-636-6110  
[Colemanw31@yahoo.com](mailto:Colemanw31@yahoo.com)

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

## **EXPERIENCE**

**FEB 2018 – PRESENT**

**2018 – PRESENT UPS**

**SUPERVIOSR: 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 Walter R. Coleman JR Date: 05-15-2018  
Home Telephone (\_\_\_\_) \_\_\_\_\_ Other Telephone (913) 636-6110  
Present Address 4027 5<sup>th</sup> Minnie St  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Colemanw3@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 Force 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							

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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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?
KCCC	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	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

Name and Address of Employer UPS 223 James Street

Type of Business Shipping Telephone No. (1800) 742-5877 Supervisor's Name Jeimaine

Your Position and Duties Union Sorter

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 Crooklis

Your Position and Duties Stocking Packer

Dates of Employment: From July 2011 To Feb 2015

Reason for Leaving: Lack of work

Name and Address of Employer Wizard Inc.

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Your Hospitality Staffing Professionals

Telephone No. (913) 915-2756

Supervisor's Name Rick Tessendorf

Type of Business Custodial

Your Position and Duties General Cleaning and maintenance

Dates of Employment: From 04/2009 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: Lamy Bumett Telephone No. (      )

Address 4020 Oakland Kansas City KS

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

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

Address 11

Occupation: Wyanet 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

Date 05-15-2018

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	<input checked="" type="radio"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily/ Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily/ Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily/ Weekly
e) Soiled linen	<input checked="" type="radio"/> 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?  
*Referred to my supervisor immediately, take all linens 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 surface*  
*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