

## Interview Note Sheet

### Applicant Information

Name: Anisha Johnson	Interviewer: Steven Gonzalez
Date: 06/22/18	Rate of Pay: \$ 9.50 and up
Position (s) Applied for: Housekeeper / Server	Referred by: Walk In

Test Scores					
Server	20/35	60 %	Bartender	13/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	78 %

Seeking:

Full-Time

Part-Time

### Relevant Experience & Summary of Strengths

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

Anisha has retail experience.

Interesting in a full time job as a Housekeeper.

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:

# Anisha Johnson

816-330-1523

Anisha97i@gmail.com

## Skills

## Phlebotomy

### EKG's

## Injections

## Vital Signs

## Medical Terminology

## Customer Service

## CPR Certification

## Scheduling

## Education

## Concorde Career College Medical Assistant Diploma

Kansas City, MO

04/2017 to 04/2018

## Center High School High School Diploma

Kansas City, MO

05/2011 to 08/2016

## Work Experience

**CSL Plasma Externship Kansas City, MO 225 Hours**

- Vital Signs
  - Front Desk

Target Sales Associate Kansas City, MO 10/2017-02/2018

- Folded clothing
  - Assigned guests to fitting rooms

Rainbow Sales Associate Kansas City, MO 06/2017-01/2018

- Folded clothing
  - Assigned guests to fitting room

## 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 Anisha Johnson Date: 6/20/18  
 Home Telephone (    )    Other Telephone ( 816 ) 330-1523  
 Present Address 3001 E. 61st Street  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Anisha97@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Open Salary desired: 11.00  
 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 \_\_\_\_\_ 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? 6/21/18

*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:  
NO

### 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

# Acrobat outourcing

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?
Center High School	Kansas City MO	12	Yes
Concorde Career College	Kansas City MO	Degree Complete!	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 CSC PLASMA

Type of Business Reignant Telephone No. (916) 561-6224 Supervisor's Name Scott

Your Position and Duties Front Desk, Vital Signs

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: Better Pay

Name and Address of Employer Target

Type of Business Clothing Telephone No. (214) 411-1617 Supervisor's Name A. S.

Telephone No. (414) 761-6011 Supervisor  
Your Position and Duties Folder Clothing; Assign guests to fitting room

Dates of Employment: From 06/2017 To 1/2018

Reason for Leaving: Better pay

Name and Address of Employer Playland

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

Type of Business \_\_\_\_\_ Telephone No. (44) 513-1170 Supervisor's Name \_\_\_\_\_

Your Position and Duties Folding clothes, Assignd guests to fitting room

Dates of Employment: From 10/1/07 To 7/2018

Reason for Leaving: Retire

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: Breonna Telephone No. (816) 945-0634

Address 7424 Englewood

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 3

Name: McEnish Jones Telephone No. (816) 329-9565

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 4

Name: Deyby Lora Telephone No. (816) 282-3201

Address Shadow Creek Apartment

Occupation: \_\_\_\_\_ Relationship: Team Member Number of Years Acquainted: 3

**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

6/20/18

**Servers Test**

Score / 35

**Multiple Choice**

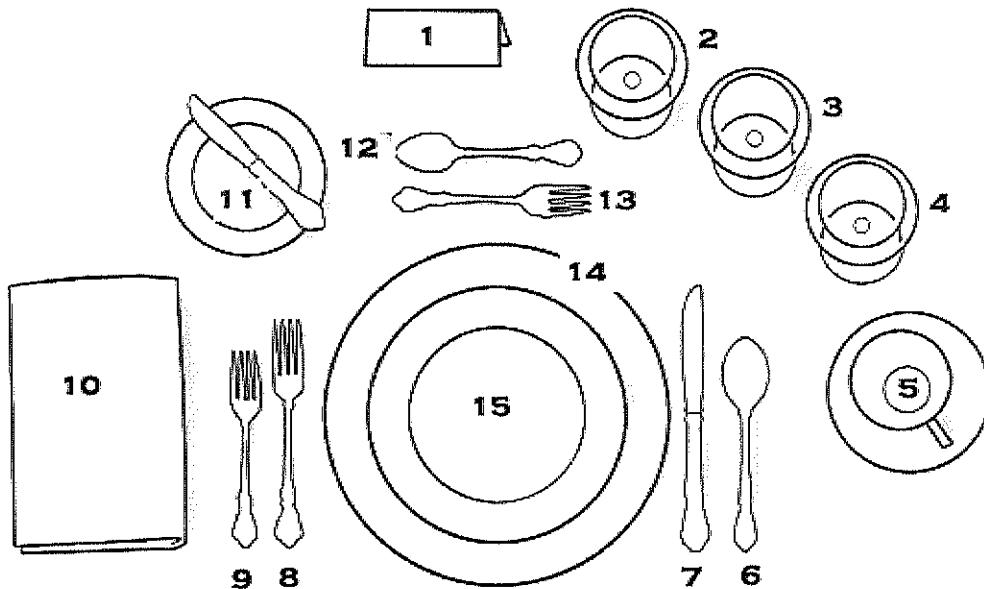
- 1) Food is served on what side with what hand?
  - a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand**
  
- 2) Drinks are served on what side with what hand?
  - a) On the left side with the left hand**
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
  
- 3) Food and drinks are removed on what side with what hand?
  - a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand**
  - d) On the right side with the right hand
  
- 4) What part of a glass should you handle at all times?
  - a) The stem
  - b) The widest part of the glass**
  - c) The top
  
- 5) When you are setting a dining room how should you set up your tablecloths?
  - a) Neatly and evenly across the tables
  - b) The creases should all be going in the same directions
  - c) The chairs should be centered and gently touching the table cloth
  - d) All of the above**
  
- 6) If you bring the wrong entrée to a guest what should you do?
  - a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
  - b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served**
  - c) Try to convince the guests to eat what you brought them
  - d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

- |          |                 |   |
|----------|-----------------|---|
| <u>B</u> | Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>A</u> | Queen Mary      | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>C</u> | Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>D</u> | French Passing  | D. Area for dirty dishware and glasses  |
| <u>E</u> | Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> | Corkscrew       | F. Used to open bottles of wine   |
| <u>G</u> | Tray Jack       | G. Style of dining in which the courses come out one at a time  |

Name \_\_\_\_\_ Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin	<u>2</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>3</u>	Wine Glass (Red)
<u>9</u>	Dessert Fork	<u>8</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>4</u>	Wine Glass (White)
<u>3</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar and cream.
3. Synchronized service is when: plates served at the same time.
4. What is generally indicated on the name placard other than the name? \_\_\_\_\_
5. The Protein on a plate is typically served at what hour on the clock? 6.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
let the chef know.

Name: Anisha Johnson

Score /14

Housekeeping Test

- 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
- 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
- True or False: You do not need to use a separate cloth for cleaning bathrooms.  False
- True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.  True
- 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
- The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
- 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
- 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
- What do you do if you encounter with bed bugs in a guest room?
 

Change everything
- What do you do if you find Lost and Found items in a guest rooms?
 

Return it
- Describe the difference between a disinfectant and a cleaning solution?
 

Disinfectant is Disinfecting things

Cleaning is Cleaning



**Case Verification Number: 2018176190600LD**

Report prepared: 06/25/2018

### **Company Information**

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### **Employee Information**

**Name:** Anisha Johnson

**Date of Birth:** 07/16/1997

**U.S. Social Security Number:** \*\*\*-\*\*-1834

**Employee's First Day of Employment:** 06/25/2018

**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