

Interview Note Sheet

Name: Antoinette Byers
 Date: 8-19-19
 Position (s) Applied for: Housekeeping, etc Server
 Referred by: _____
 Rate of Pay: 10.00
 Interviewer: James Baedauer

Test Scores			
Server	/35	%	Bartender
Prep Cook	/15	%	Barista
Grill Cook	/40	%	Cashier
Dishwasher	/10	%	Housekeeping

Seeking:	Full-Time	Part-Time
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Relevant Experience & Summary of Strengths

Four Point Hotel
Housekeeping

Caregiver
Take care of people

usually
cashier

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

☒ Open

AM only

PM only

Weekdays only

Weekends only

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:

Other Languages Spoken:

Convention Candidate?

Would you recommend this applicant for Acrobat Academy?



Your Hospitality Staffing Professionals
665 Third St., Suite 435 • San Francisco, CA 94107

First and Last Name: Antoinette Byers
Email: _____
Phone number: (816) 990-3097

Working Experience:

Company Name: Four Point
Dates of Employment: 06/11/18
Job Responsibility: Housekeeping

Company Name: Argyle
Dates of Employment: 01/12/18
Job Responsibility: take care people

Company Name: Wanda
Dates of Employment: 8/17/17
Job Responsibility: Cashier

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 Antionette Marie Byrd Date: 8/19/19
Home Telephone (866) 2198-3047 Other Telephone ()
Present Address 8150 TRUST AVE
Permanent Address, if different from present address:
Email Address

EMPLOYMENT DESIRED

Position applying for: buskeeping 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?

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>8:00</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00</u>	<u>8:00</u>
PM	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u> </u>							

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 ☐
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?
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES		☒ NO ☐ YES
Are you computer literate? If so, list software knowledge under "Special."	YES		☒ NO ☐ YES
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	YES		☒ NO ☐ YES
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 ☐ YES
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 all Source

Type of Business Agency Telephone No. (913) 844-0718 Supervisor's Name Kelly

Your Position and Duties Case manager

Dates of Employment: From 01 To 08/19/19

Reason for Leaving: My husband was deployed for 1 year I was advising

Name and Address of Employer for had previously for point

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

Your Position and Duties ()

Dates of Employment: From () To ()

Reason for Leaving: I had to take care of some

Name and Address of Employer Business for my kids

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

Your Position and Duties ()

Dates of Employment: From () To ()

Reason for Leaving: ()

Name and Address of Employer ()

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

Your Position and Duties: Housekeeping

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: Tabitha Boyd Address: 8305 Federal
Telephone No. 816 813-8616

Relationship: Sister Occupation: _____
Number of Years Acquainted: _____

Name: Walter Boyd Address: _____
Telephone No. 816 585-0182

Relationship: Sister Occupation: _____
Number of Years Acquainted: _____

Name: Wella Foster Address: _____
Telephone No. 816 499-0983

Relationship: CMIS Occupation: _____
Number of Years Acquainted: _____

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 Michael Date 8/19/19

Name: Mr. Tunde Pryor

Housekeeping Test

Score 11 / 14

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.
 - a) True
 - b) False
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
 - a) True
 - b) False
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?

I will tell the Boss ASAP
10. What do you do if you find lost and Found items in a guest room?

Turn it in to the Boss
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant kills

Would you recommend this applicant for Acrobat Academy?		Convention Candidate?		Other Languages Spoken:	
Chef Coat		Chef Pants		Knives	
Bistro		Black Bistro		Tuxedo	
1/2 Tuxedo		Black Vest		Long Black Tie	
Bow Tie		Other:			
Uniforms Owned:					
Details:					
Open					
AM only					
PM only					
Weekdays only					
Weekends only					
Availability:					
TIPS					
Serv-Safe					
LEAD					
Other					
Will Submit					
Certifications (if any)					
Regions Available to work:					
Kansas City, KS					
Overland Park, Kansas					
Kansas City, MO					
Independence, MO					
Transportation					
Car					
Public Transit					
Carpool (Rider / Driver)					
P.O.S. Experience: Y / N details:					
Relevant Experience & Summary of Strengths					
Total of _____ in Food Service/Hospitality Previous Job was at 4 points as a housekeeper. See King housekeeping work.					

Applicant Information	
Name: Antoinette Byers	Position (s) Applied for: Housekeeper
Date: 09/06/18	Referred by: Craig List
Interviewer: Steven G.	Rate of Pay: 9.50 and up
Interview Note Sheet	

Test Scores	
Server	35 / %
Prep Cook	15 / %
Grill Cook	40 / %
Dishwasher	10 / %
Bartender	35 / %
Barista	15 / %
Cashier	15 / %
Housekeeping	16 / 43 %

Part-Time	Full-Time
Seeking	Seeking

Acrobat

sourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 425 • San Francisco, CA 94107

First and Last Name: Annette Byers
Email: anettebyers73@gmail.com
Phone number: (816) 498-3897

Working Experience:

Company Name: W Point
Dates of Employment: Housekeeping
Job Responsibility:

Company Name: _____
Dates of Employment: _____
Job Responsibility:

Company Name: _____
Dates of Employment: _____
Job Responsibility:

Skills

• Housekeeping
• Cleaning
• Laundry
• Ironing

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 Whitney Marie Byrd Date 9/5/18
Home Telephone (816) 498-3847 Other Telephone ()
Present Address 5310 Willow Road
Permanent Address, if different from present address: Academy Apt 2
Email Address acut apt 2

EMPLOYMENT DESIRED

Position applying for: Housekeeper Salary desired: 9.35
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 _____
☐ 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	8:00	8:00	8:00	8:00	8:00	8:00	8:00
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 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 ☐

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?
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 Wendy's
Type of Business Restaurant
Telephone No. (76) 246-1234
Your Position and Duties Cashier
Supervisor's Name R. Decker

Dates of Employment: From To
Reason for Leaving:

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:

Name and Address of Employer

Reason for Leaving:

Dates of Employment: From To

Your Position and Duties

Type of Business

Telephone No. () Supervisor's Name

Type of Business _____
Your Position and Duties _____
Supervisor's Name _____
Telephone No. () _____

Dates of Employment: From _____ To _____
Reason for Leaving: _____

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? _____
If so, describe: _____

Yes _____
No ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Wade Telephone No. (86) 449-8989

Address: _____
Occupation: _____
Relationship: friend Number of Years Acquainted: _____

Name: _____ Telephone No. () _____

Address: _____
Occupation: _____
Relationship: _____ Number of Years Acquainted: _____

Name: Theresa Williams Telephone No. (86) 449-9890

Address: _____
Occupation: _____
Relationship: Boatmate Number of Years Acquainted: _____

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

Michaela King

Date

9/6/18

Name: _____

Antwete Byes

Score 6/14

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.
 - a) Floors
 - b) Toilets and latrines
 - c) Carpets in guest rooms
 - d) Carpets in offices
 - e) Soiled linen
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
 - a) Daily/ Weekly
 - b) Daily/ Weekly
 - c) Daily/ Weekly
 - d) Daily/ Weekly
 - e) Daily/ Weekly
5. Should the following be cleaned daily or weekly? Circle one.
 - 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
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 - 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?
 - a) What do you do if you encounter with bed bugs in a guest room?
10. What do you do if you find Lost and Found items in a guest rooms?
11. Describe the difference between a disinfectant and a cleaning solution?

43%