

Interview Note Sheet

Applicant Information	
Name: <u>Kalisha Maxwell</u>	Interviewer: <u>Steven</u>
Date: <u>11/6/18</u>	Rate of Pay: <u>11</u>
Position (s) Applied for: <u>Housekeeping</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	<u>85</u> %

Seeking:
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Kalisha Maxwell has 5 years of housekeeping experience.

- Housekeeping only
- More pay
- Closer to Home

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:

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Kalisha Maxwell
Email: Kalisham.1976@gmail.com
Phone number: (816) 419-1415

Working Experience:

Company Name: Elite Cleaning Co.

Dates of Employment: 2/2017 - 10-2018

Job Responsibility:

- clean restrooms
- Buffing
- clean offices
- Sweep, mop, dust mop
- Clean kitchens

Company Name: GDI Services

Dates of Employment: 10-2016 - 1-2017

Job Responsibility:

- Cleaning Harley Davidson Warehouse
- restrooms
- kitchens

Company Name: MC Janitorial

Dates of Employment: 06-16/10-16

Job Responsibility:

- cleaning downtown Fletcher building
- restrooms
- kitchens

Skills

- Buffing
-
-
-

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 Kalisha Maxwell Date: 11-5-2018
 Home Telephone (816) 419-1415 Other Telephone (816) 419-0716
 Present Address 7020 Cleveland Ave. Apt C.
 Permanent Address, if different from present address: _____
 Email Address Kalisham.1974@gmail.com

EMPLOYMENT DESIRED

Position applying for: House Keeping Salary desired: 11.00 hr

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? 11/7/2018

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>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
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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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?
Central High School	Kansas City	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" 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 checked="" 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 checked="" 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 Elite Clean. Co.

Type of Business Janitorial Telephone No. (913) 713-9579 Supervisor's Name Jared

Your Position and Duties Cleaning lawyers offices, Toyota Dealership, Steves dental. Buffing, cleaning restrooms.

Dates of Employment: From 2/2017 To 10/2018

Reason for Leaving: Fired cant afford me.

Name and Address of Employer ~~ME Janitorial~~ GDI services

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

Your Position and Duties Cleaning Harley Davidson Warehouse.

Dates of Employment: From 10/2016 To 1/2017

Reason for Leaving: I received more hours at Elite cleaning

Name and Address of Employer ME Janitorial

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Type of Business Janitorial Telephone No. () Supervisor's Name
Your Position and Duties cleaning downtown Fletcher building moved to supervisor position

Dates of Employment: From 06/16 To 10/16

Reason for Leaving: Never recieved raise for supervisor position.

Name and Address of Employer Grasket Eng.

Type of Business Warehouse Telephone No. () Supervisor's Name Timothy
Your Position and Duties stacking fiber glass pallets.

Dates of Employment: From 10-15 To 06-16

Reason for Leaving: manly work not for me.

Have you ever been fired from any previous place of employment? If so, please explain: Yes Elite Clean Co. fired me and said they cant afford me.

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: Jared Telephone No. (913) 904-4701
Address N/A

Occupation: Supervisor/Manager Relationship: prev. Supervisor Number of Years Acquainted: 2

Name: Bryan Telephone No. (913) 248-5609
Address

Occupation: Relationship: prev. Supervisor Number of Years Acquainted: 2

Name: Monique Sanders Telephone No. (816) 433-3545
Address

Occupation: Relationship: prev. Supervisor Number of Years Acquainted: 3

Please Read Carefully, Initial Each Paragraph and Sign Below

KM

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.

KM

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.

KM

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.

KM

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.

KM

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

Kalene Maxwell

Date

11/5/2018

Name: Kalisha Maxwell

Score 11/14

Housekeeping Test

- 86%.
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. False
 4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. True
 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?
Contact a manager as soon as possible and let them know.
 10. What do you do if you find Lost and Found items in a guest rooms?
Turn them into proper authority.
 11. Describe the difference between a disinfectant and a cleaning solution?
Disinfectant disinfects surfaces, cleaning solutions cleans surfaces as a whole.



Case Verification Number: 201831194120GG

Report prepared: 11/07/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: kalisha maxwell

Date of Birth: 04/12/1994

U.S. Social Security Number: ***-**-8380

Employee's First Day of Employment: 11/07/2018

Citizenship Status: U.S. Citizen

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Subtype: Driver's License

Document Number: *****3006

Expiration Date: 04/12/2022

State: Missouri

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Steven Gonzalez

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close