

Interview Note Sheet

Applicant Information	
Name: Antonio Wade	Position (s) Applied for: HSK
Date: 3-13-19	Referred by:
Interviewer: Tiana Gomez	Rate of Pay: \$11.50

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

Seeking:
Full-Time
Part-Time

- Clean/put together.
 - 2 rooms. plus assist peers when finish
 - Clean/TVS location/Hospital
 Total of _____ in Food Service/Hospitality

P.O.S. Experience: Y / N details:	
Transportation	Car
Regions Available to work:	Public Transit
Kansas City, KS	Overland Park, Kansas
Kansas City, MO	Independence, MO
Certifications (if any)	
TIPS	Serv-Safe
Availability	LEAD
Open	Other
Details:	AM only
Uniforms Owned:	PM only
Bistro	Weekdays only
Black Bistro	Weekends only
Chef Coat	
Chef Pants	
Knives	
Tuxedo	
1/2 Tuxedo	
Black Vest	
Long Black Tie	
Other:	
Bow Tie	
Non-Slip Shoes	
Convention Candidate?	
Other Languages Spoken:	
Would you recommend this applicant for Acrobat Academy?	

Antonio Wade

Kansas City, MO

antonio.wade65_xgi@indeedemail.com

8169152028

Authorized to work in the US for any employer

Work Experience

Floor Technician

Corporate Cleaning Group - Kansas City, KS
August 2017 to November 2017

stripping and waxing floors

Patient transporter

Research medical center - Kansas City, MO
January 2013 to March 2017

EVS Housekeeping

Research Medical Center - Kansas City, MO
January 2013 to August 2013

Education

Automotive

Hemdon Career Center
August 2011 to August 2012

High school diploma

Raytown high school

Skills

Janitorial, Waxing, Buffer, Carpet Cleaning, Clean

Certifications/Licenses

BLS/CPR

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 Antonio Wade

Home Telephone (816) 915-3028

Present Address 4909 E 27th

Permanent Address, if different from present address: 5401 Willow Ave Raytown MO 64133

Email Address Antonio.wade800@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping

Are you currently registered with any staffing and/or employment agencies? If so, please list

Salary desired: 11.50

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? 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	7am	7am	7am	7am	7am	7am	
PM	3pm	3pm	3pm	3pm	3pm	3pm	
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 ☐

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	Raytown High	
CITY & STATE	Raytown MO	
GRADE OR DEGREE	12 th	
DID YOU GRADUATE?	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

EMPLOYMENT HISTORY

Last 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 Floor Tech Corporate cleaning group
 Type of Business Commercial cleaning Telephone No. () floor tech
 Your Position and Duties floor tech
 Supervisor's Name _____

Dates of Employment: From 8/17 To 11/17
 Reason for Leaving: lost contract

Name and Address of Employer Research medical center
 Type of Business Hospital Telephone No. (816) 276-4000
 Your Position and Duties House keeping
 Supervisor's Name _____

Dates of Employment: From 1/13 To 8/13
 Reason for Leaving: _____

Name and Address of Employer Research medical center

Type of Business Hospital Telephone No. (86) 276-4000
Your Position and Duties patient transporter
Supervisor's Name Larry Smith

Dates of Employment: From 8/13 To 3/17

Reason for Leaving:

Name and Address of Employer

Type of Business

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 ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.
Name: lorenzo hale Telephone No. (86) 983-0820

Address

Occupation: Cashier

Relationship: friend

Number of Years Acquainted: 10

Name: Kiley lentz

Telephone No. (815) 990-5871

Address

Occupation: Server

Relationship: girlfriend

Number of Years Acquainted: 3

Name: lorenzo McCain

Telephone No. (86) 361-3194

Address

Occupation: Housekeeping

Relationship: friend

Number of Years Acquainted: 7

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

Antonia Wade

Date

3/13/19

Name: Antonio Wade

Score /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.
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?

notify the hotel
10. What do you do if you find Lost and Found items in a guest rooms?

turn them in
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant is chemical using to kill germs on surfaces or objects cleaning works by using Soap or detergent