

Interview Note Sheet

Applicant Information	
Name: <u>Terran Herring</u>	Position (s) Applied for: <u>HISK</u>
Date: <u>3-15-19</u>	Referred by:
Interviewer: <u>Heena Gnanet</u>	Rate of Pay: <u>\$</u>

Seeking:	Full-Time	Part-Time
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Test Scores				
Server	%	/35	%	/35
Prep Cook	%	/15	%	/15
Grill Cook	%	/40	%	/15
Dishwasher	%	/10	%	/16
	%		%	/16
	%		%	/15
	%		%	/15
	%		%	/35
	%		%	/16
	%		%	/15
	%		%	/15
	%		%	/35

Total of _____ in Food Service/Hospitality

Grand Hotel (1 year)
(Hotel setting)
10 rooms per day.
\$ Marriott Grand Hotel.
(13 rooms)
per day.
- Great attitude and is available to work ASAP
- Drives

P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____	
Transportation	
<u>Car</u>	Public Transit
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	
Details:	
AM only	PM only
Weekdays only	Weekends only
Uniforms Owned:	
Bistro	Black Bistro
Chef Coat	Chef Pants
Knives	1/2 Tuxedo
Black Vest	Black Pants
Non-Slip Shoes	Convention Candidate?
Bow Tie	Other Languages Spoken:
Long Black Tie	Other:
Would you recommend this applicant for Acrobat Academy?	

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, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name Terra, N.J. Morley Date: 03.15.2019
Home Telephone (816) 209 3534 Other Telephone ()
Present Address 8808 Mission Ave Kansas City MO 64118
Permanent Address, if different from present address:
Email Address terramorley21@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: 10.00 - 11.00

Are you applying for:
Full-time work? Yes ☒ No ☐
Part-time work? Yes ☒ No ☐
Temporary work, e.g., summer or holiday work? Yes ☐ No ☒
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	<u>open</u>						
PM							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>yes March 22 - 20th</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 yes 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?	
Lif for Life Academy		ST. LOUIS, MO		4		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: Grand Hotel St. Louis, MO
 Type of Business: Hotel
 Your Position and Duties: House Keeping - cleaning rooms for customers
 Dates of Employment: From 01/15 To 01/16
 Reason for Leaving: _____
 Telephone No. () _____ Supervisor's Name: Josh Howard

Name and Address of Employer: Marriott Grand Hotel St. Louis, MO
 Type of Business: Hotel
 Your Position and Duties: House Keeping - cleaning rooms for customers
 Dates of Employment: From 01/16 To 05/17
 Reason for Leaving: _____
 Telephone No. () _____ Supervisor's Name: Marissa Rem

Name and Address of Employer: Extended Stay America St. Louis, MO

Type of Business Hotel
Your Position and Duties Housekeeping - cleaning customers' rooms for
Supervisor's Name Anna Johnson

Dates of Employment: From 06/17 To 06/18

Reason for Leaving: _____
Name and Address of Employer: _____
Type of Business _____
Telephone No. () _____
Supervisor's Name _____

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 7
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: Tandra Banks-Walker Telephone No. (314) 359-7453
Address: _____
Occupation: Manager Relationship: work Number of Years Acquainted: 2
Name: Tahiree Walker Telephone No. (314) 561-9796
Address: _____
Occupation: Student Relationship: CO-Worker Number of Years Acquainted: 4
Name: King Smith Telephone No. (314) 243-1649
Address: _____
Occupation: _____ Relationship: CO-Worker Number of Years Acquainted: 4

Occupation: _____ Relationship: CO-Worker Number of Years Acquainted: 4

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

[Handwritten Signature]

Date

03.15.2019

Name: Terraviva Morning

Score 14 / 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) Floors
 - b) Toilets and latrines
 - c) Carpets in guest rooms
 - d) Carpets in offices
 - e) Soiled linen
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Floors
 - b) Toilets and latrines
 - c) Carpets in guest rooms
 - d) Carpets in offices
 - e) Soiled linen
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?
 - a) Call manager and let them know
 - b) Take it to lost and found
 - c) and let manager know
10. What do you do if you find Lost and Found items in a guest room?
 - a) Take it to lost and found
 - b) and let manager know
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant is for wiping things down like counters and things.
Cleaning solution is for spills and cleaning things like the bathroom

100%

Terranai Mooring

Kansas City, MO 64128

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8162093534

Authorized to work in the US for any employer

Work Experience

Housekeeping

Drive Thru Associate

2018 to 2018

Cleaning Hotel Rooms

Communicating With Customers.

Customer Service Rep

Helping People With Clothing

2017 to 2018

House Keeping

Marriott Grand Hotel - St. Louis, MO

2016 to 2017

Cleaning Hotel Rooms

Taco Bell

2016 to 2017

Work Front Counter And Drive Thru

House Keeping

grand Motel

2015 to 2016

Hous Keeping

Warehouse Associate

2015 to 2016

Warehouse

Picking And Picking

Inventory

Shipment

Education

Lift For Life Academy

2011 to 2015

Skills

Front Desk, Hospital, Housekeeping, Janitorial