

Interview Note Sheet

Applicant Information

Name: Jessica Masoner
 Date: 5/15/19
 Position (s) Applied for: Housekeeper

Interviewer: Anthony W.
 Rate of Pay:
 Referred by:

Test Scores

| | | | | | |
|------------|-----|---|--------------|------------------|---|
| Server | /35 | % | Bartender | /35 | % |
| Prep Cook | /15 | % | Barista | /15 | % |
| Grill Cook | /40 | % | Cashier | /15 | % |
| Dishwasher | /10 | % | Housekeeping | <u>12/14</u> /16 | % |

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

High Energy -

Total of _____ in Food Service/Hospitality

OCD -

Hotels/House's - cleaning

Best Western

20-30

C/O - 30/20
daily - 20

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:

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 Jessica masone Date: 5/15/19
 Home Telephone (913) 481-9441 Other Telephone () _____
 Present Address 1107 Suntree place
 Permanent Address, if different from present address: _____
 Email Address Jessicamasone@icloud.com

EMPLOYMENT DESIRED

Position applying for: housekeeping Salary desired: 11.00
 Are you currently registered with any staffing and/or employment agencies? If so, please list
NO
 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 | <u>7:30</u> | <u>7:30</u> | <u>7:30</u> | <u>7:30</u> | <u>7:30</u> | <u>7:30</u> | <u>7:30</u> |
| PM | <u>wherever</u> | <u>5:00</u> | <u>5:00</u> | <u>5:00</u> | <u>5:00</u> | <u>5:00</u> | <u>5:00</u> |

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 _____

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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? |
|--|-----------------|--------------------------------------|--------------------------|
| lees summit north | lees summit, mo | 4 | Yes |
| Do you have any special licenses, certificates or special training? If so please list under "Special". | | YES | <input type="radio"/> NO |
| Are you computer literate? If so, list software knowledge under "Special." | | <input checked="" type="radio"/> YES | NO |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special." | | YES | <input 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." | | <input checked="" type="radio"/> YES | NO |
| Special: Powerpoint, word doc, etc. worked at hotels before and Personal homes | | | |

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 main event, independence mo

Type of Business entertainment Telephone No. (816) 350-1000 Supervisor's Name Jessie

Your Position and Duties Food runner, cashier, Stocker, taking orders

Dates of Employment: From 1/20/16 To 3/12/17

Reason for Leaving: not enough hours

Name and Address of Employer Price chopper

Type of Business Grocery Telephone No. (816) 253-5772 Supervisor's Name Glenda

Your Position and Duties Stocking liquor department, cashier, closer, opener,

Dates of Employment: From 4/1/17 To 9/17/17

Reason for Leaving: Seasonal Job

Name and Address of Employer Fed-ex

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Type of Business Warehouse

Telephone No. (816) 523-0000

Supervisor's Name Ryan

Your Position and Duties Unloading trucks

Dates of Employment: From 11/7/17 To 2/22/18

Reason for Leaving: hours cut after peak season

Name and Address of Employer maids-pro

Type of Business Cleaning

Telephone No. (816) 221-0459

Supervisor's Name Ammie

Your Position and Duties Cleaning peoples homes, dusting, vacuuming, driving, Disinfectant

Dates of Employment: From 2/12/18 To 6/27/18

Reason for Leaving: Seasonal home time

Have you ever been fired from any previous place of employment? If so, please explain: NO

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: Christina richards

Telephone No. (816) 806-7301

Address 5305 ash avenue

Occupation: Sales company Relationship: EX CO-Worker

Number of Years Acquainted: 3

Name: Molly Lewis

Telephone No. (816) 537-4821

Address 145 m street, lake lotawana

Occupation: Food industry

Relationship: EX CO-Worker

Number of Years Acquainted: 4

Name: Raymond Brown

Telephone No. (913) 579-3328

Address 8305 hunter drive, KC

Occupation: maintance man

Relationship: Friend

Number of Years Acquainted: 2

Please Read Carefully, Initial Each Paragraph and Sign Below

Jm 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.

Jm 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.

Jm 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.

Jm 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.

Jm 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

Anasur

Date

5/15/19

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

First and Last Name: Jessica masoner
Email: Jessicamasonerr@icloud.com
Phone number: 913-481-9441

Working Experience:

Company Name: maids pro
Dates of Employment: 2/12/18

Job Responsibility:

- cleaning personal homes
- vacuuming / whip-down
- clean multiple house in a day
- 1

Company Name: Best western
Dates of Employment: 9/20/18

Job Responsibility:

- cleaning hotel rooms
- cleaning stay-over rooms
- stocking rooms-up
- laundry work

Company Name: Cottage ridge
Dates of Employment: 1/10/19

Job Responsibility:

- Clean personal homes
- Clean small hotels/motel
- Driving to homes to clean
- Doing hotels and homes combined

Skills

- OCD
- Don't mind cleaning anything
- multitasking
- paying attention to detail

Name: Jessica masone

Score 12 / 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?

Tell a ~~manager~~ as soon as possible and leave room alone till instructed
manager
10. What do you do if you find Lost and Found items in a guest rooms?

Take to a manager and make a note
about where you found it
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant - Kills germs on surfaces
Cleaning solution - removes/rid of germs on surfaces