

Interview Note Sheet

Applicant Information

Name: <u>Ashley Harris</u>	Interviewer: <u>Anthony W.</u>
Date: <u>5/16/2019</u>	Rate of Pay:
Position (s) Applied for: <u>Housekeeper.</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>11/14</u> 15	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Hampton Inn ^{DT} 6-9m.
 11-12 Boxes
 20 - C/O
 15 - S/O
 JHK

Total of _____ in Food Service/Hospitality

Hampton Inn - KS

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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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 Ashley L Harris Date: 5/15/2019
Home Telephone 816, 482-2274 Other Telephone 816, 467-4079
Present Address 843 Roswell Ave Kansas City MO 64102
Permanent Address, if different from present address: _____
Email Address Ashleyharris19@gmail.com

EMPLOYMENT DESIRED

Position applying for: Open Salary desired: 10.00
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 Craiglist 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? Immediately

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							
PM		<u>Open</u>					

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?
Washburn High	Kansas City, MO	12th	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: Good Housekeeping skills			

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

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

Your Position and Duties Cashier, restock store, collect cash from customers

Dates of Employment: From 4/19 To present

Reason for Leaving: Present

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

A New Outlook for Life!

Ashley Harris
Ashleyharris19@gmail.com
10613 E 42 Apt. C Kansas City, Mo 64133
(816)825-3039

Experience

Distribution-shipping (6 years experience)
Restaurant-Food Service (1 Year experience)
Hospitality-Hotel (2 year's experience)
Customer Service (1 year experience)

Company Information

The Kansas City Star (Production Clerk)	10/2013- Present
<ul style="list-style-type: none">- <i>Insert papers into machine.</i>- <i>Check inventory.</i>- <i>Load and Unload bundles papers.</i>	
Standard Parking (Event Staff/Cashier)	12/2012- 08/2013
<ul style="list-style-type: none">- <i>Greet customers for event.</i>- <i>Collect cash from customers.</i>- <i>Direct customers for parking.</i>	
A-1 staffing/Silocaf of New Orleans (Sewer and Operator)	06/2010- 10/2012
<ul style="list-style-type: none">- <i>Check Inventory in warehouse.</i>- <i>Package and deliver coffee beans for Folgers.</i>- <i>Sew ripped or torn coffee bags.</i>	
Dillard's Distribution (Packer and Scanner)	10/2009- 11/2009
<ul style="list-style-type: none">- <i>Take inventory of clothing.</i>- <i>Scan inventory on assembly line.</i>	

William's Food's (Packer)	08/2009- 10/2009
<ul style="list-style-type: none"> - <i>Package seasoning on assembly line.</i> - <i>Check for defective items.</i> 	
Wis International (Inventory Taker)	01/2009- 03/2009
<ul style="list-style-type: none"> - <i>Travel too different stores.</i> - <i>Take inventory of different items store.</i> - <i>Total up inventory collected in store.</i> 	
Wendy's (Cashier/Customer Service)	02/2008- 11/2008
<ul style="list-style-type: none"> - <i>Greet customers.</i> - <i>Take customers' orders.</i> - <i>Prepare customers orders.</i> - <i>Make sure customers were satisfied.</i> 	
Hampton Inn (Housekeeping)	05/2007- 11/2007
<ul style="list-style-type: none"> - <i>Retrieve list of Rooms Vacant or occupied</i> - <i>Clean rooms for new guest or occupied guest</i> - <i>Restock cleaning closet and cart.</i> 	
Presbyterian Manor (Dietary- Aide)	02/2004- 05/2007
<ul style="list-style-type: none"> - <i>Assist with daily meals.</i> - <i>Help residents with needs for daily meals.</i> - <i>Restock condiments for meals.</i> - <i>Make sure residents are satisfied.</i> 	
Education	
Washington High School (Some high school coursework)	05/2003- 08/2007
St. Louis community College (G.E.D.)	02/2007
Kansas City Kansas Community College (General studies)	03/2011
Donnelly College (Nursing Program)	02/2012
Wright Career College (Medical Assisting Program)	09/2012

Name: Shirley L Harris

Score 11 / 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?

Contact your supervisor
10. What do you do if you find Lost and Found items in a guest rooms?

Put in a bag a take to lost and found
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant gets rid of germs
Cleaning is just a