

HOUSEKEEPERS 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?

Leave - Tell Super
10. What do you do if you find Lost and Found items in a guest rooms?

Take it to lost + found Tell manager
11. Describe the difference between a disinfectant and a cleaning solution?

## 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 Trimble Date: 6-05-19  
Home Telephone (214) 434 9580 Other Telephone (214) 994 0547  
Present Address 1446 Allegro Dr  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Trimble-ashley@yahoo.com

## EMPLOYMENT DESIRED

Position applying for: Housekeeper Salary desired: \_\_\_\_\_

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 Indeed 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?

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	Anytime	Anytime	Anytime	Anytime	Anytime	Anytime	Off
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\_\_\_

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?
Mesquite High	Mesquite Tx	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		YES	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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	<u>NO</u>
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 AAC

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

Your Position and Duties Server

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: Still there

Name and Address of Employer American Air centers

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

Your Position and Duties \_\_\_\_\_

Dates of Employment: From 2004 To 2005

Reason for Leaving: better pay

Name and Address of Employer Red Oak reha billtation

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

Your Position and Duties House Keeper

Dates of Employment: From 2018 To 2019

Reason for Leaving: better pay

Name and Address of Employer Hilton Hotel

Type of Business Hotel Telephone No. ( ) Supervisor's Name \_\_\_\_\_

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\_\_\_

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: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Please Read Carefully, Initial Each Paragraph and Sign Below

AT

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.

AT

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.

AT

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.

AT

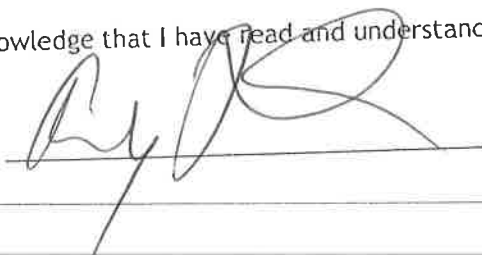
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

AT

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



Date

6-5-19

ADDITIONAL INFORMATION

Name:

Ashley Trimble

What is your means of transportation?

  /   Car

       Public Transit

       Occasional Car

Are you interested in carpool?

       Rider

  /   Driver

       Not Interested

What is your work interest?

  /   Full Time

  /   Part Time

       Same Day

Please select the uniforms you own:

       Black Vest

       Bowtie

       Black Bistro

       White Bistro

       Business Casual

       Business Professional

       Chef Knives

       Chef Whites

  X  

Black Chef Pants

       Checkered Chef Pants

  /   Khakis & Polo

       1/2 Tuxedo (No Jacket)

       Tuxedo w/ Jacket

Please select the areas in which you have at least 6 mos. professional experience:

       Corporate Kitchen

       DW/Porter/Utility

       Captain/Manager

  /   Catering/Banquet

  /   Fine Dining

       Office Help

  /   Restaurant/Café

       Conventions/Event

  /   Warehouse/Utility

       Stadium/Arena

       Food Demonstrator

  /   Housekeeping

Please select the areas where you are willing to work:

  /   Downtown Dallas

  /   North Dallas

       Plano

       Irving

       Fort Worth

Are you fluent in any other languages? (please list)

Are you familiar with any POS systems? (please list: i.e., ALOHA, MICROS, SQUIRREL)

How did you hear about Acrobat Outsourcing?

Indeed