

Interview Note Sheet

Applicant Information	
Name: <u>Nyko Remy</u>	Interviewer: <u>Anthony W.</u>
Date: <u>6/13/19</u>	Rate of Pay:
Position (s) Applied for: <u>HSP</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>11</u> /16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p><u>HSP - 15-20 hrs</u> <u>C/D - 30</u> <u>S/O - 15</u></p> <p><u>Management - HSP</u></p> <p><u>Monday 9AM</u></p> <p>Total of _____ in Food Service/Hospitality</p>
P.O.S. Experience: Y / N details: _____

Transportation
<input type="checkbox"/> Car <input type="checkbox"/> Public Transit <input type="checkbox"/> Carpool (Rider / Driver)

Regions Available to work:
<input type="checkbox"/> Kansas City,KS <input type="checkbox"/> Overland Park,Kansas <input type="checkbox"/> Kansas City,MO <input type="checkbox"/> Independence,MO

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only

Details: _____

Uniforms Owned:
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie
<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Acrobat

outsourcing

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

First and Last Name: NYKO Remy
Email: remynyko@yahoo.com
Phone number: 863 808-7197

Working Experience:

Company Name: Alliance Personal Care
Dates of Employment: 05/2017 to currently employed
Job Responsibility:

- cleaning house
- making Beds
- Doing Laundry
- Going shopping

Company Name: Davis & Davis 24hrs. cleaning
Dates of Employment: 06/2013 to 3/2017
Job Responsibility:

- cleaning office Building
- checking to make sure Accounts are cleaned
- calling orders in
- Hotels

Company Name: Statewide Buildings (maintenance)
Dates of Employment: 04/2010 to 06/2013
Job Responsibility:

- cleaning office Building
- calling in Accounts
-
-

Skills

- manager at cleaning service
- manager at food service
-
-

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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?
West Area Adult	Mt. Dora, Florida	High school diploma	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="checkbox"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="checkbox"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="checkbox"/> 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."		<input checked="" type="checkbox"/> YES	NO
Special: Food service (certification manager) cleaning service (certification manager)			

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 Alliance Personal Care

Type of Business Healthcare Telephone No. (816) 743-0312 Supervisor's Name Emma

Your Position and Duties Helping people at their homes, PCA

Dates of Employment: From 05/2017 To currently employed

Reason for Leaving: currently employed

Name and Address of Employer Davis & Davis 24 hrs cleaning

Type of Business cleaning service Telephone No. (863) 589-3000 Supervisor's Name Ms. Davis

Your Position and Duties manager - making sure accounts are cleaned at the end of shifts.

Dates of Employment: From 06/2013 To 3/2017

Reason for Leaving: Relocation (to another state)

Name and Address of Employer Statewide ~~Building~~ ^{maintenance} Building

Type of Business cleaning service Telephone No. (863) 665-2403 Supervisor's Name Bill

Your Position and Duties cleaning office Building

Dates of Employment: From 04/2010 To 06/2013

Reason for Leaving: _____

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: _____

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: Ms. Davis Telephone No. (863) 589-3000
Address 1020 West Main Street Lakeland, Florida 33815
Occupation: Manager/owner Relationship: old Boss Number of Years Acquainted: 10

Name: William Telephone No. (816) 877-5768
Address 9982 Wallace Ave Kansas city, missouri 64134
Occupation: self-employed Relationship: friend Number of Years Acquainted: 10

Name: Ms. Black Telephone No. (863) 844-3272
Address 1011 North Galloway Road
Occupation: warehouse worker Relationship: friend Number of Years Acquainted: 5

Please Read Carefully, Initial Each Paragraph and Sign Below

NSR 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.

NSR 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.

NSR 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.

NSR 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.

NSR 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 Nyko Remy Date 10-13-2019

Name: Nyko Remy

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 manager on duty
10. What do you do if you find Lost and Found items in a guest rooms?

Take to manager
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant is used in Bathroom
cleaning solution is used on surface