

Interview Note Sheet

Applicant Information	
Name: <u>Victoria Hollman</u>	Interviewer: <u>Victoria Hollman</u>
Date: <u>7/22/19</u>	Rate of Pay:
Position (s) Applied for: <u>HSCP / Dish Prep</u>	Referred by:

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p>Resident Inn - 15 per Monday</p> <p>C/O -</p> <p>S/O -</p> <p>Total of _____ in Food Service/Hospitality</p>
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 <u>FH</u> <u>Will Submit</u>
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 Victoria Holloman Date: 07/22/2019
Home Telephone (816) 433-0800 Other Telephone ()
Present Address 5604 E 31 St, KC, MO, 64128
Permanent Address, if different from present address: same
Email Address victoriaholloman@gmail.com

EMPLOYMENT DESIRED

Position applying for: housekeeping Salary desired: \$12.00
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 _____ 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	<u>NA</u>	<u>8am</u>	<u>8am</u>	<u>8am</u>	<u>8am</u>	<u>8am</u>	<u>8am</u>
PM	<u>NA</u>	<u>8pm</u>	<u>8pm</u>	<u>8pm</u>	<u>8pm</u>	<u>8pm</u>	<u>8pm</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___

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?
<u>Whitchita High School East</u>	<u>KC, MO</u>	<u>12th</u>	<u>yes</u>
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."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>YES</u>	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."		<u>YES</u>	NO
Special: <u>40 wpm, filling, med license</u>			

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 LST staffing Mission Kansas

Type of Business temp agency Telephone No. (913) 717-4044 Supervisor's Name Vary

Your Position and Duties Vary

Dates of Employment: From 01-19 To current

Reason for Leaving: paid under minium wage at job

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 _____

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 _____

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: NO

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No ☒

If so, describe: NA

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Kowaski Critton Telephone No. (816) 392-0250
Address: 70th prospect
Occupation: Driver Relationship: friend Number of Years Acquainted: 2

Name: Sillian Soumey Telephone No. (316) 304-3919
Address: Wichita, Kansas
Occupation: Nurse Relationship: friend Number of Years Acquainted: 10

Name: Gloria Jamerson Telephone No. (816) 394-1509
Address: Topeka KS
Occupation: Nurse Relationship: friend Number of Years Acquainted: 20+

Please Read Carefully, Initial Each Paragraph and Sign Below

V.H.

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.

V.H.

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.

V.H.

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.

V.H.

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.

V.H.

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

Victor F. Holman

Date

07/22/19

Victoria Holloman

5604 E 31st Kansas City, MO, 64128

Phone number: 816-433-0800

Email address: victoriaholloman@ymail.com

OBJECTIVE

To obtain a challenging position within an industry with room to grow, in which I can use my background in sales, customer service and acquired skills; with the long range goal of management.

SUMMARY

I am a hard worker, quick study, extremely dependable and understand the value of a dollar. I take pride in a job well done, accomplishing the task at hand. I am a self motivator, outgoing and I enjoy being out in the work field opposed to being at home. I enjoy working with people and am very personable, friendly and positive. I am a dependable worker who you can count on being at work as scheduled.

04/01/2017-current **LSI Employment Services**

temp and temp to hire positions general labor

- Push carts through warehouse and choose the correct items
- Be on time and flexible with hours
- Pack boxes achieving daily and weekly Quotas
- Be productive

12/01/2016-03/31/2017 **State Line Nissan**

BDC Agent, Kansas City Missouri

- Type, Copy, and Scan documents for clients files
- Call, text and email customers and set appointments to test drive vehicles
- Attend weekly sales meetings
- Achieve weekly sales quota

08/01/2015-10/31/2016 **Centers for Developmentally Disabled**

Support Staff, Kansas City Missouri

- Type, Copy, and Scan documents for clients files
- Assist Client with Budgets
- Assist Clients with day to day living
- Pass Meds

04/2015-07/2015 **Super Car Guys**

BDC agent customer Service, Wichita, Kansas

- Contact newest leads through text, email and phone calls
- Set up appointments for managers and leads to meet
- set and meet goals for the month and year
- Achieve monthly sales and stats quota

08/2014-04/2015 **Sheplers Western Wear**

Customer service , Wichita, Kansas

- Answer inbound phone calls and take customer orders
- Update the customer on shipping status of the order
- Fill out special order request as requested
- Use one call resolution to resolve problems
- fax customer order confirmation
- File documents

12/2012 – 01/2014 **Tiger Financial**

Customer service , Wichita, Kansas

- Inbound calls / Multi-line phone system
- Assist customers with loan applications and questions
- Achieve monthly sales and stats quota

10/2007 – 01/2011 **Convergys**

Customer service, Wichita, Kansas

- Assist customers with account inquiries
- Achieve monthly sales and stats quota

02/2007 – 10/2007 **Schlotzskys**

crew member/ night shift Manager, Wichita, Kansas

- Customer service and a la order taker
 - Responsible for closing procedures and count-down of registers

Food prep and food line

Drive - thru

12/2006 – 10/2007 **Dillons**

Cashier, scanner, gm, Wichita, Kansas

- Assist customers with purchase and payment
- Re-stock items
- Replace tags as required per weekly sales

EDUCATION

2011-2014 **Future Student**

Wichita State University, Wichita, Kansas

2007 **Diploma**

East High School, Wichita, Kansas

Name: Victoria Holloman

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. T
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. T
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 a supervisor
10. What do you do if you find Lost and Found items in a guest rooms?

turn into office
11. Describe the difference between a disinfectant and a cleaning solution?

disinfectant is more powerful than cleaning solutions to kill virus upon contact