

# Interview Note Sheet

## Applicant Information

Name: <u>Queen Watkins</u>	Interviewer: <u>Anthony W.</u>
Date: <u>7/22/14</u>	Rate of Pay:
Position (s) Applied for: <u>HKSP/</u>	Referred by:

## Test Scores

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

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Home Care / HKSP -

Total of \_\_\_\_\_ in Food Service/Hospitality

HKSP - Ramada Inn

Boiler - 20-25

C/O - 30

S/O - 15-20

Adam Mark

L - 20-30

C/O - 30

S/O - 15+

Could start  
Friday - 8AM

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 FH

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:

# Acrobat

outsourcing

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

First and Last Name: Queen Watkins  
Email: Watkins.queen93@gmail.com  
Phone number: 781-608-6623  
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## Working Experience:

Company Name: Ramada Inn Downtown  
Dates of Employment: 2/2015 - 2/2017

### Job Responsibility:

- Cleaning
- Organizing
- Restocking

Company Name: UPS Snelling  
Dates of Employment: 5/2018 - 12/2018

### Job Responsibility:

- Picking/Pallet Work
- Organizing Mail
- Pulling & numbering bags

Company Name: Labor Max & People Ready Staffing  
Dates of Employment: 1/2019 - 7/2019

### Job Responsibility:

- Housekeeping
- Warehouse
- ~~Cleaning~~
- Cleaning/organizing/moving

## Skills

- Team Player/Leader
- Communicative
- Hard/Loyal Worker
- Willing to complete & do any task regardless of the Circumstances



ACROBAT OUTSOURCING  
TSC GROUP

## 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 Queen Ester Watkins Date: July 22nd, 2019  
Home Telephone (785) 608-6623 Other Telephone ( )  
Present Address 6438 Paseo St #3  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Watkins.queen@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Housekeeping / other Salary desired: \$10.00 - \$12.00  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
Labor Max & people Ready  
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: 7/26/2019 To: 12/26/2019  
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?  
7/26/2019

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		8:00	8:00	8:00	8:00	8:00	
PM		5:00	5:00	5:00	5:00	3:00	
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u>							

**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?
<del>Ward</del> Topeka West	Topeka Kansas	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" 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."		YES	<input checked="" type="radio"/> NO
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 Ramada Inn, 420 SE 6th Ave 66607

Type of Business Hotel Telephone No. (785) 380-8042 Supervisor's Name Jeff Gordon  
Your Position and Duties Housekeeping duties such as cleaning, helping, restocking rooms

Dates of Employment: From 2/2015 To 2/2017

Reason for Leaving: Not enough pay

Name and Address of Employer WPS Snelling, 1010 Century Ave

Type of Business Warehouse Telephone No. (816) 242-0256 Supervisor's Name Diane Herrera  
Your Position and Duties pulling bags, pallet work, mail organizing & pick/pull

Dates of Employment: From 5/2018 To 12/2018

Reason for Leaving: work was overwhelming

Name and Address of Employer Labor Mat Stuffing

Type of Business Stuffing Telephone No. (816) 931-1222 Supervisor's Name Jane  
Your Position and Duties getting sent out to different jobs

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: \_\_\_\_\_  
\_\_\_\_\_

#### 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: Tasha Cooper Telephone No. (785) 688-9024  
Address 1721 SW Crest Dr, Topeka Kansas  
Occupation: Retired Relationship: CO Worker Number of Years Acquainted: 10+

Name: Larry Jenkins Telephone No. (816) 665-6173  
Address 4200 Tracy Ave, Kansas City Mo  
Occupation: People Ready Relationship: CO Worker Number of Years Acquainted: 4+

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

Address \_\_\_\_\_

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

**Please Read Carefully, Initial Each Paragraph and Sign Below**

Qew 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.

Qew 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.

Qew 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.

Qew 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.

Qew 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 Queen W. Harris Date 7/22/2014

Name: Queen Watkins

Score 7 / 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	<u>Daily</u> / Weekly
b) Toilets and latrines	<u>Daily</u> / Weekly
c) Carpets in guest rooms	<u>Daily</u> / Weekly
d) Carpets in offices	<u>Daily</u> / Weekly
e) Soiled linen	<u>Daily</u> / 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?  

To inform supervisor & immediately disinfect & get rid of.
10. What do you do if you find Lost and Found items in a guest rooms?  

To return to head of charge to be exchanged to lost & found.
11. Describe the difference between a disinfectant and a cleaning solution?  

Disinfectant gets rid of germs & cleans, while cleaning solution just gets rid of dirt & causes a new or shiny look to an item or area.