

# Interview Note Sheet

## Applicant Information

Name: Queen Watkins	Interviewer: Anthy W.
Date: 7/22/11	Rate of Pay:
Position (s) Applied for: HKSP/	Referred by:

## Test Scores

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

Seeking

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Homecare / HKSP -

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

HKSP - Ramada Inn  
Boared - 20-25  
 C/D - 30  
 S/D - 15-20

Adam Mark  
 1/20-30  
 C/D - 30  
 S/D - 15-20

Could start  
 Friday - 8<sup>AM</sup>

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

F/T

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 425 • San Francisco, CA 94107

First and Last Name: Queen Watkins  
Email: Watkins.queen93@gmail.com  
Phone number: 785-608-6623

Working Experience:

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

Job Responsibility:

- Cleaning
- Organizing
- Restocking

Company Name: WPS 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
- ~~Delivery~~
- Cleaning/Organizing/Moving

Skills

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

## 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 Esther Watkins Date: July 22nd, 2014

Home Telephone (785) 608-6623 Other Telephone ( )

Present Address 6438 Palms 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 2 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 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.*

<u>SPECIFY HOURS AVAILABLE DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	8:00	8:00	8:00	8:00	8:00	8:00	
PM	5:00	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:  
NO

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The Service Companies

**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?
TOPEKA WEST	TOPEKA KANSAS	12	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:			

### 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. 785 380-8049 Supervisor's Name JEFF GORDAN  
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 UPS 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 Labour Mat Staffing

Type of Business Staffing Telephone No. (816 93)-1222 Supervisor's Name JUNE  
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 \_\_\_\_\_

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The Service Companies

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. (856)88-9024  
Address 1721 SW 17th Dr, Topeka Kansas  
Occupation: Retired Relationship: Co Worker Number of Years Acquainted: 10+

Name: LaRfy Jenkins Telephone No. (816)665-6173  
Address 4200 Tracy Ave, Kansas City Mo  
Occupation: People Peacys 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 Qew Date 7/22/2014

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?
 

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?

Disinfect ~~cooperates~~ gets rid of germs & cleans, while  
Cleaning Solution just gets rid of dirt & causes a  
new or shiny look to an item or area.