

# Interview Note Sheet

Applicant Information	
Name: <u>Vonne McGarner</u>	Interviewer: <u>Anthony W.</u>
Date: <u>7/15</u>	Rate of Pay:
Position (s) Applied for: <u>HSKP</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	
<u>HSKP - Landings 1</u> <u>Hotel Inspector (check rooms)</u>	Total of _____ in Food Service/Hospitality <u>HSKP -</u>
P.O.S. Experience: Y / N details: _____	

Transportation	
Car	<u>Public Transit</u> 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>FA</u> <u>Will submit</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:

# Acrobat

outsourcing

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

First and Last Name: YVONNE MCCARVER  
Email: \_\_\_\_\_  
Phone number: \_\_\_\_\_

## Working Experience:

Company Name: 490 motel

Dates of Employment: 4-2013 - 4-2019

Job Responsibility:

- ROOM INSPECTOR - SPECT RMS WHEN HOUSEKEEPING CLEAN THEM
- HOUSEKEEPING HAD TO FOLD THEM
- LAUNDRY - DID SHEETS-TOWELS-SPREADS-BLANKETS

Company Name: GATES motel - 6-2018 - 2008

Dates of Employment: LAUNDRY - HOUSEKEEPING

Job Responsibility:

- CLEAN RMS
- MAKE BEDS
- VAC - DUST
- WAX/S WINDOW SEALS

Company Name: BUDGET HOST motel

Dates of Employment: 3-2003 - 5-2007

Job Responsibility:

- FOLD LAUNDRY
- HOUSEKEEPING - CLEAN VAC. DUST-MOP, WIPE WINDOW SEALS

## Skills

- LAUNDRY
- HOUSEKEEPING
- RM INSPECTOR
- FOOD SERVER





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 YVONNE MCCARTHER Date: 6-  
Home Telephone (585) 404-6021 Other Telephone ( )  
Present Address 1301 E ARMOUR BLVD # 208  
Permanent Address, if different from present address: 1301 E ARMOUR BLVD  
Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: LAUNDRY-FOODSERVICE-HOUSE Salary desired: \$10.51/hr  
KEEPING

Are you currently registered with any staffing and/or employment agencies? If so, please list

NO

Are you applying for: Full-time work? Yes\_\_\_ No\_\_\_ Part-time work? Yes X 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>X</u>	<u>X</u>	<u>X</u>	<u>X</u>		
PM		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>		
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 X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes\_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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>LINCOLN HIGH</u>	<u>KANSAS CITY MO</u>	<u>11</u>	<u>NO</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>YES</u>	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>YES</u>	<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."		<u>YES</u>	<u>NO</u>
Special: <u>Nursing</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 490 Motel

Type of Business Hotel Telephone No. (585) 235-1139 Supervisor's Name GREECE  
Your Position and Duties HOUSEKEEP - LAUNDRY RM INSPECTOR

Dates of Employment: From 4-13 To 4-19

Reason for Leaving: GATE MOTEL

Name and Address of Employer 5637 WYDALE AVE-SOUTH

Type of Business Hotel Telephone No. (585) 235-6118 Supervisor's Name Tony Richardson  
Your Position and Duties RM INSPECT HOUSEKEEPING LAUNDRY

Dates of Employment: From 4-2003 To 5-2007

Reason for Leaving: CLOSE DOWN

Name and Address of Employer Budget Host Motel

Type of Business Motel Telephone No. (585) 446-2050 Supervisor's Name SUE <sup>ELISS</sup>  
Your Position and Duties \_\_\_\_\_

Dates of Employment: From 6-07 To 7-07

Reason for Leaving: NOT NOTHS

Name and Address of Employer \_\_\_\_\_

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



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

N/A

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 X

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: KEVIN CARTER Telephone No. (816) 729-2845  
Address 3546 BENTON  
Occupation: REAL ESTATE Relationship: FRIEND Number of Years Acquainted: 25

Name: TERRY PAGE Telephone No. (816) 206-7359  
Address 5446 WABASIT  
Occupation: CONTRACTOR Relationship: FRIEND Number of Years Acquainted: 30

Name: CARRY JOHNSON Telephone No. (816) 673-6236  
Address 3624 GHILLAM  
Occupation: NURSE Relationship: FRIEND Number of Years Acquainted: 30

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

Ymc

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.

Ymc

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.

Ymc

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.

Ymc

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.

Ymc

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 Yvonne McCauren

Date 7-25-2019

Name: \_\_\_\_\_

Score 12/14

-2

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?

REPORT TO SUPERVISOR - FRONT DESK
10. What do you do if you find Lost and Found items in a guest rooms?

Bring to Front DESK - put it Down IN HOUSEKEEPING
11. Describe the difference between a disinfectant and a cleaning solution?

DISINFECT kills germs - CLEAN solution IS JUST CLEANING