

# Interview Note Sheet

## Applicant Information

Name: <i>Alfonzo Johnson</i>	Interviewer: <i>Anthony W.</i>
Date: <i>3/14/19</i>	Rate of Pay:
Position (s) Applied for: <i>HorseLap of Ksman</i>	Referred by:

Test Scores						Seeking:
Server	/35	%	Bartender	/35	%	Full-Time
Prep Cook	/15	%	Barista	/15	%	Part-Time
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	/16	%	

## Relevant Experience & Summary of Strengths

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

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*

*Tengenels- Perenne*

## Certifications (if any)

TiPS                      Serv-Safe                      LEAD                      Other \_\_\_\_\_

*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:

## **Anthony Williams**

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**From:** Alfonzo Johnson <alfonzo.l.johnson2@gmail.com>  
**Sent:** Thursday, August 15, 2019 2:48 PM  
**To:** Anthony Williams

### **Alfonzo Johnson**

3000 N. 76th St. Kansas City, Kansas 66109  
913-246-1731 [Alfonzo.l.johnson2@gmail.com](mailto:Alfonzo.l.johnson2@gmail.com)

### **EDUCATION**

*Hickman Mills Sr. High* 2007 - 2011  
7000 E 111<sup>th</sup> St. Kansas City, Mo 64134

### **PROFESSIONAL COURSES**

- Forklift Certification
- CPR/First Aid
- New EE Processing
- Blood borne PATHOGEN
- Hazard Communication
- Unlaw Disc & Har Prev On-line
- ADA Compliance Training
- City-wide Ethics Training
- Intro to Workplace Safety

### **CORE COMPETENCIES**

1. Customer Service & Support
2. Problem Resolution / Decision Making
3. Interpersonal Communication
4. Data Analysis & Reporting
5. Team Collaboration
6. Leadership Skills
7. Liability / Safety Management

### **PROFESSIONAL EXPERIENCE**

*City of Kansas City - Facilities Attendant* Jan. 2012 - May 2018  
H. Roe Bartle Hall (Kansas City Convention Center)  
310 W 14th St Kansas City, MO 64105

- Set for shows according to event manifest
- Supervise 1 - 10 temporary workers.
- Set stages, tables and chairs constantly lifting over 50 pounds a day
- I operate the forklift to transport stages, and other heavy equipment.
- I can also operate the scissor lift, and JLG

*Worlds of Fun - Ride Ambassador* 07/09 -11/09  
4545 Worlds of fun ave Kansas City, Mo.  
• Operate rides safely, and maintain a clean ride area.

*Caring Communities - One on One* 04/10 - 06/10

Independence, Mo.

- Help assist patient with everyday living situations.
- • Cook two meals during my shift.
- • Assist patient with taking medication.
- • Help change and shower patient.
- • First-Aid and CPR

## 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 Alfonzo Johnson Date: 08-14-19  
Home Telephone (913) 246-1731 Other Telephone (816) 754-1554  
Present Address 3005 N 76th St Kansas City KS 66109  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Alfonzo.1.Johnson2@gmail.com

### EMPLOYMENT DESIRED

Position applying for: House man Salary desired: \_\_\_\_\_

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

N/a

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: Offer To: Offer

How did you find out about our open position? (Please check fill in proper name of source):

Referral  Name of Referral Erica Wells 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.*

Offer

SPECIFY <u>HOURS</u> <u>AVAILABLE</u> <u>DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

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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 Cousin Erica Wells KCMO

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>Hickman MHS High school</u>	<u>KCMO</u>	<u>Diploma</u>	<u>Yes</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> NO
Special: <u>Forklift, Janitorial Supervisor and Temp Lead</u>			

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**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 City of Kenosha

Type of Business 90% Telephone No. (513) 5060 Supervisor's Name David Wallace  
Your Position and Duties Truck temps to set stages tables & chairs  
also assign the work areas to keep clean

Dates of Employment: From 01/12 To 05/18

Reason for Leaving: No promo. offer

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 \_\_\_\_\_

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

AJ 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.

AJ 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.

AJ 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.

AJ 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.

AJ 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 Allysa Jackson Date 08-14-19

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
  - b) Toilets and latrines
  - c) Carpets in guest rooms
  - d) Carpets in offices
  - e) Soiled linen

Daily / Weekly  
Daily / Weekly  
Daily / Weekly  
Daily / Weekly  
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?  
*Alert the manager/ Supervisor*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Turn in to lost & found*
11. Describe the difference between a disinfectant and a cleaning solution?

*disinfectant kills germs Cleaning solution is used first to clean the area or surface*