



ACROBAT OUTSOURCING  
TSC GROUP

Teraeja Flemmings

Taborca ID: 53565

Date of Hire: 9/16/19

Date of Re-Act:   /  /  

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Background Check

- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card
- Presented
- Emailed

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re-Act onboarding
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List it's been over a year since last shift
- Delete employee from the INA/TER spreadsheet if they are on it

# Interview Note Sheet

Name: <u>Teraeja Flemmings</u>	Interviewer: <u>Janlie Baldacci</u>
Date: <u>9-16-19</u>	Rate of Pay:
Position(s) Applied for: <u>Housekeeping</u>	Referred by:

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

Full-Time
Part-Time

Relevant Experience / Summary of Qualifications

Nursing Home  
Gave patients meds, & cleaned

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

Well Care Home  
daily duties  
assist individuals

P.O.S. Experience: Y / N details: \_\_\_\_\_

Car

Public Transit

Carpool ( Rider / Driver )

Available to work

Kansas City, KS

Overland Park, Kansas

Kansas City, MO

Independence, MO

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:

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	<input checked="" type="checkbox"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="checkbox"/> Daily/ Weekly
c) Carpets in guest rooms	<input checked="" type="checkbox"/> Daily/ Weekly
d) Carpets in offices	<input checked="" type="checkbox"/> Daily/ Weekly
e) Soiled linen	<input checked="" type="checkbox"/> 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?

Strip entire bedding

10. What do you do if you find Lost and Found items in a guest rooms?

Report to supervisor, label & storage

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

Disinfectant is more of a Sanitizer it kills the surface while solution is more of soap and kills more

**Re: Employment Application Kansas City**

JotForm &lt;noreply@jotform.com&gt;

Mon 9/9/2019 5:59 PM

To: Kansas City Team &lt;kcteam@acrobatoutsourcing.com&gt;

**Employment Application Kansas City**

First Name	Teraeja
Last Name	Flemmings
E-mail Address	flemmings.te@gmail.com
Phone	6265296029
Address	3936 Garfield ave
Unit or Number	None
City, State	Kansas city
Zip Code	64130
What region(s) are you applying to work within?	Kansas City
Which position(s) are you applying for?	Housekeeper
Are you applying for:	Full-Time
When can you start?	09-10-2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work?	Monday AM
Select all that apply:	Monday PM
	Tuesday AM
	Tuesday PM
	Wednesday AM
	Wednesday PM
	Thursday AM
	Thursday PM
	Friday AM
	Friday PM
	Saturday AM

Saturday PM

Sunday AM

Sunday PM

Do you have any planned vacations or extended leave in the next 12 months?  
(If no, leave blank)

Yes, October 29 - November 10 I won't be able to work

Have you ever applied to or worked for Acrobat before?

No

If hired, would you have reliable means of transportation to and from work?

Yes

If hired, can you present evidence of your legal right to live and work in this country?

Yes

Are you able to perform the essential functions of the job for which you are applying?

Yes

Name of School Pasadena city college

City &amp; State Pasadena California

Grade/Degree Business management

Graduated? No

Do you have any special licenses? (If so, label under "Special")

No

Are you computer literate? (If so, label which programs under "Special")

Yes

Are you proficient with Point of Sale systems? (If so, label which under "Special")

No

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")  Yes

Are you currently employed?  No

Can we contact your current employer?  No

Name and Address of Employer Well care

Type of Business Home health aide

Phone Number 6265296029

Your Position & Duties Provide patients with help moving in and out of bed, baths, wheelchairs or automobiles and with dressing and grooming. Administered prescribed oral medications under written direction of physicians. Accompany patients to doctors appointments and other trips outside the home

Date of Employment (from/to): 06/2018-04-2019

Reason for Leaving The company moved locations and I wasn't able to relocate

Still Employed:  No

First Name Breonna

Last Name Smith

E-mail Address breonnasmith@gmail.com

Phone 8164901324

Relationship: Mentor

Years Acquainted: 10

I hereby certify that I  (Checked box indicates acknowledgement) 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.

I hereby authorize  (Checked box indicates acknowledgement)

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.

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

within three days of my hire date.

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 a 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.

(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and

(Checked box indicates acknowledgement)

understand the  
above statements.

Applicant Digital  
Signature (Type  
Name): Teraeja flemmings

Date: 06-03-1994

Please Attach  
Resume Below [teraejaf.pdf](#)

You can [edit this submission](#) and [view all your submissions](#) easily.

# **Teraeja Flemmings**

3936 Garfield Ave  
Kansas City, MO. 64130  
(626)529-6029  
FLEMMINGS.TE@GMAIL.COM

## **Qualifications**

Over 1 years' experience in volunteer Home Health Aide profession, providing routine personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patient and his child

Over 1 years' experience providing volunteer respite care for developmental disabled teenager

Over 2 years months experience as DSP Level 4I Community Care Facility.

Over 2 years' experience as DCS Medical/ Behavioral In Home Facility

Over 2 years' experience in Customer Service and Retail

## **Experience**

Feb 2019- July 2019

### **Call the car, Pasadena - *Customer Service Representative***

- Answering Phone, entering reservations
- Troubleshooting transports, vendors & client interactions
- Dispatching to vendors and assigning transportation for clients
- Data Entry
- Customer relations
- Create Knowledge base articles in word format for company use
- Set up appointments and helped with client services
- Logged work in Excel data spreadsheets
- Trained new employees
- Worked close with managers to come up with effective ways to meet customer needs
- Consistently improve customer satisfaction through expert resolution of conflict, issues and concerns

Feb 2017-July 2018

### **Appco Group, Pasadena - *Sales/Marketing representative***

- Developed & Managed Sales/Marketing, operating budgets between \$ 1,000-10,000
- Presented Diversified products and services in a structured environment and face to face

- Greeted customers and maintained a high level of customer satisfaction
- Problem solved customer issues when issue raised

December 2015- May 2016

**Quality of Life Center, Pasadena – *Clerical Administrator***

- Mentored Youth
- Data Entry
- Answered calls from Corporate clients & team members
- Interacted with the community leaders
- Provided one on one conversations with the youth
- Logged work done with youth

August 2011 - December 2015

**KFC/Taco Bell, San Francisco – *Relief manager***

- Training new staff members and encourage them through regular communications, as well as planned acknowledgment efforts, Cashier duties - operating cash registers , upselling, maintain a clean , sanitary and safe work environment, making sure all Company rules and process are followed as regards to operations, customer service, cash managing, advertising, purchasing, human resources, health and safety, management, training as well as development.

2011-2013

**Well Care Home 1&2, Sacramento – *Direct support professional***

- Daily duties included but not limited to: Assist individuals with a developmental disability to lead a self-directed life and contribute to the community, assists with activities of daily living as needed, and encourages attitudes and behaviors that enhance community inclusion.
- Support consumers at home, work, school, church, and other community places. Acted as an advocate for the disabled individual, in communicating their needs, self-expression and goals.
- Maintained personal and incidental accounts for consumers on a daily basis. Processed and executed Individual Program Plans for each consumer. Processing Special Incident Reports. Keep up medication assistance records. Schedule and carry out medical appointments.
- Maintain medical records. Communicate with families, planning team, and service coordinators. Created monthly activity calendars, weekly menus, facility shopping. Follow all regulations required by Title 17 & 22.

October 2009 - March 2011

**Sacramento County In Home Support Services, Sacramento - *Home health aide (volunteer)***

- Administer prescribed oral medications under written direction of physician. Maintain records of patient care, condition, progress, and problems in order to report and discuss observations with supervisor or case manager.
- Accompany clients to doctors' offices and on other trips outside the home, providing transportation, assistance and companionship.
- Perform a variety of duties as requested by client, such as obtaining household supplies and running errands.
- Provide patients with help moving in and out of beds, baths, wheelchairs or automobiles, and with dressing and grooming.
- Provide patients and families with emotional support and instruction in areas such as preparing healthy meals, independent living, and adaptation to disability or illness.

## Education

2008-2012

**Monterey Trails Highschool, Elk Grove - *H.S Diploma***

2015-2019

**Pasadena City College, Pasadena - *Nursing***