

Applicant Information Name: <u>Reesa McQuay</u> Date: _____ Position (s) Applied for: <u>Housekeeping</u> Referred by: <u>Indeeo</u>		Interview Note Sheet Interviewer: _____ Rate of Pay: _____ Referred by: <u>Indeeo</u>																									
Test Scores																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Server</td> <td>/35</td> <td>%</td> </tr> <tr> <td>Prep Cook</td> <td>/15</td> <td>%</td> </tr> <tr> <td>Grill Cook</td> <td>/40</td> <td>%</td> </tr> <tr> <td>Dishwasher</td> <td>/10</td> <td>%</td> </tr> </table>		Server	/35	%	Prep Cook	/15	%	Grill Cook	/40	%	Dishwasher	/10	%	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>% Bartender</td> <td>/35</td> <td>%</td> </tr> <tr> <td>% Barista</td> <td>/15</td> <td>%</td> </tr> <tr> <td>% Cashier</td> <td>/15</td> <td>%</td> </tr> <tr> <td>% Housekeeping</td> <td>/16</td> <td>%</td> </tr> </table>		% Bartender	/35	%	% Barista	/15	%	% Cashier	/15	%	% Housekeeping	/16	%
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Relevant Experience & Summary of Strengths																											
Spring Hill July 2019 - current housekeeping 24 rooms deposits on call-ins																											
Total of _____ in Food Service/Hospitality																											
P.O.S. Experience: ☒ Y ☐ N details: _____																											
Transportation: <u>Car</u> Regions Available to Work: _____																											
Kansas City, KS Overland Park, Kansas Kansas City, MO Independence, MO																											
Certifications (if any): _____																											
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Open: _____																											
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Uniforms Owned: _____																											
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Could you recommend this applicant for Acrobat Academy? _____																											
Other Languages Spoken: _____																											
Convention Candidate? _____																											
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Housekeeping Test

Score 12/14

Name: Rosalia McQuay

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.
 - a) Floors
 - b) Toilets and latrines
 - c) Carpets in guest rooms
 - d) Carpets in offices
 - e) Soiled linen
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
 - a) Daily/ Weekly
 - b) Daily/ Weekly
 - c) Daily/ Weekly
 - d) Daily/ Weekly
 - e) Daily/ Weekly
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - c) Sweeping, mopping and dusting
 - d) Wet mopping
6. The best way to clean the floors:
 - 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
7. What should you do if you spill liquids or see a liquid spill?
 - 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
8. The proper procedure for cleaning spills of blood and other body fluids is:
 - a) Tell supervisor
 - b) What do you do if you encounter with bed bugs in a guest room?
9. What do you do if you find lost and Found items in a guest room?
 - a) Bag it and tag it give to supervisor
10. Describe the difference between a disinfectant and a cleaning solution?
 - a) Disinfect is for dusting and cleaning solution for cleaning restroom
11. What do you do if you find lost and Found items in a guest room?

reesa mcquay

Kansas City, MO
reesamcquay5_nmm@indeedemail.com
8166741981

Im a good worker always on time and works good.

Work Experience

Production Worker

Aspen products
July 2012
Joited paper plates and bags them and sealed them

Education

dilpoma

Skills

I also have some laundry experince onwashing towels for hotel, Assembly Line, General Labor

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 Reesa Mcquay Date: _____
Home Telephone () _____ Other Telephone () _____
Present Address _____
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____
Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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

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	DID YOU GRADUATE?
Central High	K.C.M.O	COMPLETED	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 Aspen Product
Type of Business Paper plates
Telephone No. (816 9210234) Supervisor's Name Monica
Your Position and Duties _____

Dates of Employment: From _____ To _____
Reason for Leaving: Still there

Name and Address of Employer Spring Hill
Type of Business Hotel
Telephone No. (913) Supervisor's Name Carmen
Your Position and Duties make beds, dust, clean restrooms
Vacuum

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 _____

Your Position and Duties _____
Hotel work

Dates of Employment: From 6/2012 To 9/19

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: No

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: _____

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: _____

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: _____

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

KM 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.

KM 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.

KM 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.

KM 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.

KM 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 Kase McQuay Date 9/19/2019