

Name: Carmela Helle

Taborca ID: 53713

Date of Hire: 9/24/19

Date of Re-Act:      /      /     

New employee set up

- ☒ E-verify
- ☒ Hire Right EE
- ☒ Hire Right Internal (upload any list A docs)
- ☒ Direct Deposit (Scan to Payroll) and/or Global Cash Card -- complete the form & have EE sign
- ☐ Notice to Employee Completed

- ☒ Added to Orientation Time Sheet
- ☒ Attended New Hire Orientation
- ☒ Background Check
- ☐ New Hire List (All fields)
- ☐ Check Taborca Profile (All fields)
- ☐ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card

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 if initially hired before 1/1/16
- ☐ Check W4
- ☐ Check all demographic info and availability
- ☐ Check for skills tests, app, EHC, 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 (notify payroll) and take steps to Re-Act any old pay options still current
- ☐ 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 (all fields)
- ☐ Delete employee from the IMA/TER spreadsheet if they are on it

# Interview Note Sheet

## Applicant Information

Name: Armeda Hale  
 Date: 9-24-19  
 Position(s) Applied for: Housekeeping  
 Interviewer: Jamie Battuc  
 Rate of Pay: \$10.00  
 Referred by:

| Test Scores |     |                |     |
|-------------|-----|----------------|-----|
| Server      | /35 | % Bartender    | /35 |
| Prep Cook   | /15 | % Barista      | /15 |
| Grill Cook  | /40 | % Cashier      | /15 |
| Dishwasher  | /10 | % Housekeeping | /16 |

## Relevant Experience & Summary of Strengths

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

Garden Villa  
 dietary aide  
 Plaza Club City Apartments  
 Housekeeping  
 All team Staffing  
 Hotels - housekeeping

P.O.S. Experience: T / 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

Will Submit

Open

AM only

PM only

Weekdays only

Weekends only

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:

Other Languages Spoken:

cademy?

Could you recommend this applicant for Acrobat

Convention Candidate?

## Carmela Hale

Independence, MO 64056

[carmelahalet5\\_yyd@indeedemail.com](mailto:carmelahalet5_yyd@indeedemail.com)

(816)572-1234

Authorized to work in the US for any employer

## Work Experience

### Homemaker and Mother

At Home - Independence, MO

August 2017 to Present

After giving birth to a 2 lbs. 6 oz baby girl, not knowing if she would live or not. Taking care of home and a newborn child.

### Dietary Aide (Part-time)

Garden Villas of Lenexa - Lenexa, KS

September 2016 to July 2017

Prep lunch and dinner for assisted living and independent. Break down after dinner, cleaning the dining area setting up for breakfast. Scrubbing down the kitchen floors and walls from grease.

### Housekeeping/Groundskeeper

Plaza Club City Apartments - Kansas City, MO

November 2013 to July 2016

Cleaning debris around swimming pool, club house, attention to detail, clean left to right, top to bottom, garage cleaning etc. Cleaning major areas office, restroom, media room, fitness center etc.

### Housekeeping Aide

All Team Staffing - Kansas City, MO

January 2009 to April 2012

Temp service that would place me where help is needed it.

Cleaning 15 rooms at Chase Suites (Airport)

Cleaning 13 rooms at Intercontinental Hotel (Overland Park)

Cleaning 5 rooms plus other duties at Southmoreland on the Plaza.

## Education

### High school or equivalent in Business

Westport High School - Kansas City, MO

September 1993 to May 1998

## Additional Information

Volunteer 08/13- Present

I've volunteered at St. Mark's Methodist Church, where I help in the Food Pantry as well as the Community Clothes Closet.

In the Food Pantry we count what was donated, check for out dated food and put on the self. In the closet we except donations and we sort, fold and hang clothes.

For verification you can contact  
Asia Townsend 816.269.5807

Name: Carmela Hale

Score /14

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.
  - 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
  - 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
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?
 

Flag the room, report it to super ASAP
10. What do you do if you find lost and Found items in a guest rooms?
 

Report it to Super
11. Describe the difference between a disinfectant and a cleaning solution?
 

Dis: Is what you use in the restroom toilet or tub

Sol: Is what you use in wiping away or a spill

# 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 Carrie D. Hale  
 Home Telephone (916) 572-1234  
 Present Address 16831 E 5th St N  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address carrie.hale@acgma.com

## EMPLOYMENT DESIRED

Position applying for: Network Engineering  
 Are you currently registered with any staffing and/or employment agencies? If so, please list NO  
 Salary desired: 10.50

Are you applying for:  
 Full-time work? Yes ☒ No ☐  
 Part-time work? Yes ☒ No ☐  
 Temporary work, e.g., summer or holiday work? Yes ☒ No ☐  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral ☐ Name of Referral \_\_\_\_\_  
 Company Website ☐ Other Web Posting ☐ Other Source ☐  
 Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? NSAP

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<br>HOURS<br>AVAILABLE<br>DAILY                                                                | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------------------------------------------------------------------------------------------------|--------|--------|---------|-----------|----------|--------|----------|
| AM                                                                                                    | 8      | 8      | 8       |           | 8        | 8      | 8        |
| PM                                                                                                    | 4      | 4      | 4       |           | 4        | 4      | 4        |
| 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? |
|                                                                                                                                                                                              |              | COMPLETED       |                   |
| 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 \_\_\_\_\_

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 \_\_\_\_\_

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: \_\_\_\_\_  
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: \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_

Please Read Carefully, Initial Each Paragraph and Sign Below

CH 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.

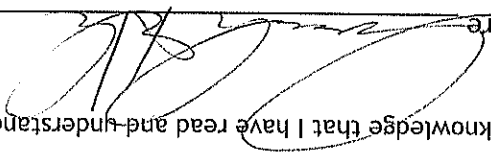
CH I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related 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.

CH 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.

CH 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.

CH 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  Date 9-24-19