

Interview Note Sheet

Applicant Information	
Name: <u>Ivana McKinnay</u>	Position (s) Applied for: <u>any servers</u>
Date: <u>10-4-19</u>	Referred by:
Interviewer: <u>Janet Braddock</u>	Rate of Pay:

Test Scores			
Server	/35	%	Bartender
Prep Cook	/15	%	Barista
Grill Cook	/40	%	Cashier
Dishwasher	/10	%	Housekeeping
		%	13/16

seeking
Full-Time
Part-Time

Relevant Experience & Summary of Strengths			
Total of Experience in Food Service/Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
when working for spirit, sale a certain amount daily	walk away from the coworker	make sure of positive energy & open friendly	Goes to school during day

P.O.S. Experience: Y / N details:	Transportation	Regions Available to work	Other Languages Spoken
	car		
Certifications (if any)	Availability	Acrobat Academy	Lead Academy
Uniforms Owned:			
☐ Bistro White ☐ Black Bistro ☐ Tuxedo ☐ 1/2 Tuxedo ☐ Black Vest ☐ Long Black Tie ☐ Other:	☐ Chef Coat ☐ Chef Pants ☐ Knives ☐ Black Pants ☐ Non-Slip Shoes ☐ Bow Tie		

Name: IRYONA MUKHOMY

Score | 3/14

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.

☒ 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?

☒ a) Move sure you ~~move the bed~~ inform boss.

10. What do you do if you find lost and found items in a guest room?

☒ a) Return to the office

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

☒ a) Disinfectant ~~disinfectant~~ disinfectant - remove bacteria & fungi!

☒ b) Cleaning solution - remove dirt, stains and smells.

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 TRACONIA Jean Mckinney Date: 10/4/19
Home Telephone () 816 813-9811
Present Address 4618 Haskell Ave Kansas City KS
Permanent Address, if different from present address: TRACONIA Mckinney@gmail.com
Email Address TRACONIA Mckinney@gmail.com

EMPLOYMENT DESIRED

Position applying for: House Keeping (Any)
Salary desired: 13.00
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 ☒ 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 Andrea ☐ 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						8	8
PM	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 COMPLETED	DID YOU GRADUATE?
Raytown High	Kansas City, Mo	12	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 Woodbridge
Type of Business Warehouse
Telephone No. (516) 587-3021
Supervisor's Name Randy
Your Position and Duties Prepare cars for general Motors

Dates of Employment: From 09/2016 To 08/2019
Reason for Leaving: Need something different

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: no

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: Termon Address: 4118 Haskell Ave
Occupation: work Relationship: friend Number of Years Acquainted: 4
Telephone No. (816) 883-9375

Name: ~~Termon~~ Randy Address: 555 NW Platte Valley drive
Occupation: Supervisor Relationship: Supervisor Number of Years Acquainted: 4
Telephone No. (816) 587-3021

Name: Molly Address: 626 Minnesota NW KCR
Occupation: Supervisor Relationship: Supervisor Number of Years Acquainted: 3 months
Telephone No. (913) 279-2600

Please Read Carefully, Initial Each Paragraph and Sign Below

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.

I hereby authorize Acrobot 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 Acrobot 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.

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.

Acrobot 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 10/14/19