

Interview Note Sheet
Hotel Housekeeper

Applicant Information	
Name: <u>Lisa Hunter</u>	Interviewer: <u>Annel Alvarez</u>
Date: <u>01/31/2020</u>	Rate of Pay:
Position (s) Applied for: <u>housekeeping/cook</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
Tell me something about your housekeeping duties in your previous role.	What skills do you have that you feel help you to be a good housekeeper?	How long should it take to clean a guest/occupied room? A check out/ dirty vacant room?	Notes:
<ul style="list-style-type: none"> • make bed • bath • dust • everything's in check 	<ul style="list-style-type: none"> • attitude • "customer is always right" 	<ul style="list-style-type: none"> • 10 mins • 20 mins <p>depends on how room looks</p>	<p>10 years</p>

P.O.S. Experience: Y / ☒ N details: _____

Transportation <div align="center" style="font-size: 2em;">car</div>	Regions Available to work: <div align="center" style="font-size: 1.5em;">Kansas City</div>																
Certifications (if any) <div align="center" style="font-size: 1.2em;">liquor license food handlers</div>	Availability <div align="center" style="font-size: 1.5em;">anytime</div>																
Uniforms Owned: <table border="0"> <tr> <td><input type="checkbox"/> Bistro White</td> <td><input type="checkbox"/> Chef Coat</td> </tr> <tr> <td><input type="checkbox"/> Black Bistro</td> <td><input type="checkbox"/> Chef Pants</td> </tr> <tr> <td><input type="checkbox"/> Tuxedo</td> <td><input type="checkbox"/> Knives</td> </tr> <tr> <td><input type="checkbox"/> 1/2 Tuxedo</td> <td><input type="checkbox"/> Black Pants</td> </tr> <tr> <td><input type="checkbox"/> Black Vest</td> <td><input type="checkbox"/> Non-Slip Shoes</td> </tr> <tr> <td><input type="checkbox"/> Long Black Tie</td> <td><input type="checkbox"/> Bow Tie</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>	<input type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Knives	<input type="checkbox"/> 1/2 Tuxedo	<input type="checkbox"/> Black Pants	<input type="checkbox"/> Black Vest	<input type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie	<input type="checkbox"/> Other:		Recommendations: <table border="0"> <tr> <td><input type="checkbox"/> Acrobat Academy</td> </tr> <tr> <td><input type="checkbox"/> Lead Academy</td> </tr> </table>	<input type="checkbox"/> Acrobat Academy	<input type="checkbox"/> Lead Academy
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<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie																
<input type="checkbox"/> Other:																	
<input type="checkbox"/> Acrobat Academy																	
<input type="checkbox"/> Lead Academy																	
Other Languages Spoken:																	

Interview Note Sheet

Cook

Applicant Information	
Name: <u>Lisa Hunter</u>	Interviewer: <u>Annel Alvarez</u>
Date: <u>01/31/2020</u>	Rate of Pay:
Position (s) Applied for: <u>Prep Cook</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Selection
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience or Summary of Experience			
Total of _____ Experience in Food Service/Hospitality			
Tell us about your formal training as a cook?	Tell me about your knife handling skills?	Tell me about a time you made a mistake while preparing ingredients. How did you correct it and what did you learn?	Notes:
<u>2 years of culinary</u> • Every thing as well as baking	<u>excellent</u> <u>went through</u> <u>Maniot</u>	• re-do it • cannot substitute	<u>12-13</u> <u>years</u> • worked @ <u>Maniot</u>

P.O.S. Experience: Y ☒ N ☐ details: _____

Transportation	
<u>car</u>	
Licenses (if any)	
<u>liquor license</u> <u>food handlers</u>	
Uniforms Owned	
<input type="checkbox"/> Bistro White <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other:	<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie

Location Available to Work	
<u>Kansas City</u>	
Availability	
<u>Days</u> anytime <u>ASAP</u>	
Recommendations	
<input type="checkbox"/> Acrobat Academy <input type="checkbox"/> Lead Academy	<input type="checkbox"/> Other (Name of Employer)

Name: Lisa Hunter

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.
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 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? Turn It In
10. What do you do if you find Lost and Found items in a guest rooms? Turn It In
11. Describe the difference between a disinfectant and a cleaning solution? disinfectant cleans better

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 Lisa Hunter Date: 11-31-2020
Home Telephone (816) 915-7118 Other Telephone (816) 915-7118
Present Address 9422 Newton AVE
Permanent Address, if different from present address: _____
Email Address lisahunter@gmail.com

EMPLOYMENT DESIRED

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

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	8	8	8	8	8	8	9
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 X If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes___ No X If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes X No___

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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>Central High</u>	<u>KC, MO.</u>		<u>yes</u>
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 Apple's Bees

Type of Business Rest Telephone No. (866) Supervisor's Name Rita

Your Position and Duties COOK

Dates of Employment: From 4-8-17 To 12-19-19

Reason for Leaving: Closed store

Name and Address of Employer Crown Staffing

Type of Business mailing Telephone No. () Supervisor's Name Sophy

Your Position and Duties mail puller

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: Keisha Anderson Telephone No. (816) 610-0132
Address 4618 Tracy
Occupation: Insurance Agent Relationship: Friend Number of Years Acquainted: 14 yrs

Name: Cat Carter Telephone No. (816) 714-9694
Address 1901 Ewing
Occupation: Housewife Relationship: Friend Number of Years Acquainted: 18 yrs

Name: Raford Hunter Telephone No. (916) 332-9316
Address 9514 E 95th
Occupation: COOK Relationship: Friend Number of Years Acquainted: 20 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

SH

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.

SH

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.

SH

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.

SH

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.

SH

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

Rosa Huerta

Date

1-31-20