

# Interview Note Sheet

Applicant Information	
Name: <u>Kayla Lyons</u>	Interviewer: <u>Griffin Long</u>
Date: <u>9/9/2016</u>	Rate of Pay: <u>11</u>
Position (s) Applied for:	Referred by:

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><b>Total of</b> <u>2</u> <b>in Food Service/Hospitality</b></p> <p>- Cashier</p> <p>- open to other positions</p>
<p>P.O.S. Experience: Y / N details: _____</p>

Transportation
<p>Car                      Public Transit                      Carpool ( Rider / Driver )</p>

Regions Available to work:
<p>SF City                      SF North                      SF Peninsula                      East Bay                      Outer East Bay</p> <p>San Jose                      South San Jose                      SJ Peninsula</p>

Certifications (if any)
<p>TIPS                      Serv-Safe                      LEAD                      Other _____                      Will Submit</p>

Availability
<p>Open                      AM only                      PM only                      Weekdays only                      Weekends only</p>
<p>Details:</p>

Uniforms Owned:
<p>Bistro                      Black Bistro                      Tuxedo                      1/2 Tuxedo                      Black Vest                      Long Black Tie</p> <p>Chef Coat                      Chef Pants                      Knives                      Black Pants                      Non-Slip Shoes                      Bow Tie                      Other: _____</p>

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Kayla Lyons  
Email: lyons.kayla76@gmail.com  
Phone number: 415.216.0093

## Working Experience:

Company Name: Fiesta Mart - cashier  
Dates of Employment: Jan 10, 2015 - Sep. 11, 15

### Job Responsibility:

- assist customers by providing information
- offer carryouts
- bring satisfaction to every customer
- customer service

Company Name: HEB - cashier  
Dates of Employment: Sep. 11, 15 - current

### Job Responsibility:

- greet customers entering establishments
- receive payments
- maintain clean and orderly station
- customer service

Company Name: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_

### Job Responsibility:

- 
- 
- 
- 

## Skills

- customer and personal service
- Active listening
- service orientation
- time management





## Employment Application

816-501-9067

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 Kayla Shana Lyons Date: 9/9/2010  
Home Telephone ( ) \_\_\_\_\_ Other Telephone ( 881 ) 210-0693  
Present Address 11000 Creekbend Dr. Apt. 11001 Houston, TX 77071  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Lyons.Kayla16@gmail.com

### EMPLOYMENT DESIRED

Position applying for: ANY Salary desired: ~~20.00~~ 10.00

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 Capricia Gragg 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? 9/19/2010

**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	<del>open</del> open	n/a	n/a	n/a	n/a	open	open
PM	open	open	open	open	open	open	open

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 ☐

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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.)

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
KIPP Sunnyside HS	HOUSTON, TX	V 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 Fiesta Mart 12355 Main St. Houston, TX 77035

Type of Business Grocery Store Telephone No. (713) 551-7575 Supervisor's Name Curtis

Your Position and Duties Cashier / cash handling, customer service

Dates of Employment: From Jan 2015 To Sep 2015 Weekly Pay: Starting \$8.00 Ending \$8.00

Reason for Leaving: Better Opportunity

Name and Address of Employer HEB

Type of Business Grocery Store Telephone No. (713) 741-8781 Supervisor's Name Ellen

Your Position and Duties Cashier / cash handling, customer service

Dates of Employment: From Sep 2015 To current Weekly Pay: Starting \$10.25 Ending \$11.00

Reason for Leaving: current job

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_



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Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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: Tammi Gable Telephone No. (832) 910-2487

Address: 5417 South Braeswood Blvd

Occupation: Manager Relationship: Manager Number of Years Acquainted: 1

Name: Christian Thomas Telephone No. (832) 531-5304

Address: 5417 South Braeswood

Occupation: Manager Relationship: Manager Number of Years Acquainted: 1

Name: Ella Telephone No. (713) 701-8781

Address: 5417 South Braeswood

Occupation: Manager Relationship: Hiring Manager Number of Years Acquainted: 1



**Please Read Carefully, Initial Each Paragraph and Sign Below**

HR

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.

HR

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.

HR

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.

HR

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.

HR

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**

Kayla L. ...

**Date**

9/9/2010