

Interview Note Sheet

| | |
|---------------------------|----------------------------------|
| Applicant Information | |
| Name: Kayla Lyons | Interviewer: Griffin Long |
| Date: 9/19/2014 | Rate of Pay: 11 |
| 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 | | | | | |
| Total of <u>2</u> in Food Service/Hospitality | | | | | |
| <ul style="list-style-type: none"> - Cashier - open to other positions - | | | | | |

| | | | | | |
|---------------------------------------------------------|----------------|----------------------------|-----------------------|-------------------------|----------------|
| P.O.S. Experience: Y / N details: _____ | | | | | |
| Transportation | | | | | |
| Car | Public Transit | Carpool (Rider / Driver) | | | |
| Regions Available to work: | | | | | |
| SF City | SF North | SF Peninsula | East Bay | Outer East Bay | |
| San Jose | South San Jose | SJ Peninsula | | | |
| Certifications (if any) | | | | | |
| TiPS | Serv-Safe | LEAD | Other _____ | Will Submit | |
| Availability | | | | | |
| Open | AM only | PM only | Weekdays only | Weekends only | |
| Details: | | | | | |
| 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 |
| Would you recommend this applicant for Acrobat Academy? | | | Convention Candidate? | Other Languages Spoken: | |

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First and Last Name: Kayla Lyons
Email: lyons.kayla.76@gmail.com
Phone number: 401.216.0093

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 Shunia Lyons Date: 9/19/2016
Home Telephone () Other Telephone (816) 216-0093
Present Address 1000 Creekbend Dr. Apt. 1001 Winston, TX 77071
Permanent Address, if different from present address: _____
Email Address lyons.kayla16@gmail.com

EMPLOYMENT DESIRED

Position applying for: Any Salary desired: Outstanding \$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 Caprice Gregg 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? 9/19/2016

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 | <u>Not open</u> | <u>Na</u> | <u>Na</u> | <u>Na</u> | <u>Na</u> | <u>Not open</u> | <u>open</u> |
| PM | <u>open</u> | <u>open</u> | <u>open</u> | <u>open</u> | <u>open</u> | <u>open</u> | <u>open</u> |

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) 551-1575 Supervisor's Name CURTIS

Your Position and Duties CASHIER / CASH HANDLING, CUSTOMER SERVICE

Dates of Employment: From JUN 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) 791-8781 Supervisor's Name ELIA

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) 9166-8487

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: HR 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

A handwritten signature in black ink that reads "Kayla Lynn".

Date 9/9/2014