

Interview Note Sheet

Applicant Information

Name: <u>Briyanna Ryan</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>12/8/17</u>	Rate of Pay: <u>10-11</u>
Position (s) Applied for: <u>Housekeeper</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	13/16	93%

Seeking:
<u>Full-Time</u>
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

Briyanna Ryan last job was housekeeping at Ameristar Casino. She worked for 1 year at the Casino. She is seeking a full time housekeeper. Briyanna scored 93% on the housekeeping test. She prefer local work.

Total of _____ in Food Service/Hospitality

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

Transportation

<u>Car</u>	Public Transit	Carpool (Rider / Driver)
------------	----------------	----------------------------

Regions Available to work

<u>Kansas City, KS</u>	Overland Park, KS	<u>Kansas City, MO</u>	Independence, MO
------------------------	-------------------	------------------------	------------------

Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
------	-----------	------	-------------	-------------

Availability

<u>Open</u>	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
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?		Other: _____
Other Languages Spoken:					

Acrobat

outsourcing

Your Hospitality Staffing Professionals

665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Brianna Ryan
Email: Bryanryan1304@gmail.com
Phone number: 816-2105-0330

Working Experience:

Company Name: Convergys
Dates of Employment: 01/17 - 11/17
Job Responsibility: Collector

- Inbound
- Outbound
- Collection past due debts
-

Company Name: Centralized Showing Service
Dates of Employment: 04/17 - 07/17
Job Responsibility: Customer Service Rep

- Inbound + Outbound
- Assist real estate agents w/
- Scheduling appointments to view homes
-

Company Name: Housekeeping at New Star Casino
Dates of Employment: 01/14 - 03/14
Job Responsibility: Housekeeping

- Cleaning
- Keeping Rooms fresh & refreshed
-
-

Skills

- Computer
- Cleaning
-
-

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 Bryanna Ryan Date: 12/8/17
Home Telephone (816) 405-6330 Other Telephone ()
Present Address 3104 E 94th Street Kcmo 64132
Permanent Address, if different from present address: _____
Email Address bryannaryan204@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping Salary desired: 10.00
Are you currently registered with any staffing and/or employment agencies? If so, please list
Staffmark

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? 12/11/17

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	9	9	9	9	9	9	9
PM	6	6	6	6	6	6	6
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 ☐

Acrobat

outsourcing

Your Hospitality Staffing Professionals

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?
Ruskin High School	Kansas City, Mo	12th	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 Convergys 400 W Rogers Rd

Type of Business Call center Telephone No. 913-782-3333 Supervisor's Name Dr Amato

Your Position and Duties Collector - take inbound and outbound calls, collect on past due accounts.

Dates of Employment: From 07/17 To 11/17 Weekly Pay: Starting 12.00 Ending 12.00

Reason for Leaving: Mom really sick, had surgery and needed assistance.

Name and Address of Employer Centralized shopping service

Type of Business Call center Telephone No. 913-451-7469 Supervisor's Name Alicia Johnson

Your Position and Duties CSR - inbound + outbound calls, assist real estate agents w/ scheduling showings to view homes.

Dates of Employment: From 04/17 To 07/17 Weekly Pay: Starting 9.50 Ending 9.50

Reason for Leaving: Car totaled, didn't have transportation

Name and Address of Employer Walmart

Type of Business grocery Telephone No. (816) 942-3847 Supervisor's Name Chad Parks

Acrobat

outsourcing

Your Hospitality Staffing Professionals

Your Position and Duties

Delicatessen - cook, slice deli meat + cheese, serve hot foods, clean and stock food.

Dates of Employment: From

8/15 To 08/15

Weekly Pay: Starting

9.50

Ending

9.50

Reason for Leaving:

child care, needed different hours.

Name and Address of Employer

Ameristar casino

Type of Business

housekeeping

Telephone No.

(816) 414-7000

Supervisor's Name

Your Position and Duties

housekeeping - cleaning rooms

Dates of Employment: From

To

Weekly Pay: Starting

8.50

Ending

8.50

Reason for Leaving:

transportation.

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

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:

Laniqua Williams

Telephone No.

(816) 882-5895

Address

Occupation:

convergys

Relationship:

co-worker

Number of Years Acquainted:

7

Name:

Angela Lora

Telephone No.

(816) 359-0716

Address

8217 Flora Ave

Occupation:

Walmart

Relationship:

co-worker

Number of Years Acquainted:

6

Name:

Makha Converse

Telephone No.

(816) 316-7400

Address

100 E 11th Street

Occupation:

Ruskin

Relationship:

teacher

Number of Years Acquainted:

3

Please Read Carefully, Initial Each Paragraph and Sign Below

P 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.

M 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.

P 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.

P 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.

P 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 Bryanna Ryz **Date** 12/8/17

Name: Briyanna Ryan

Score 13 / 14

Housekeeping Test

93%

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. False
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. True
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?
Clean the best you can, go and get a supervisor
10. What do you do if you find Lost and Found items in a guest rooms?
Return the items to lost and found
11. Describe the difference between a disinfectant and a cleaning solution?
Cleaning solution is what you clean with, disinfectant is what you use after you clean and wipe things down w/ disinfectant spray.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017346115800AQ

Report Prepared: 12/12/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Ryan

First Name: Briyanna

Date of Birth: 11/06/1994

Social Security Number: *** ** 3602

Hire Date: 12/11/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 11/06/2023

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/12/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED