

# Interview Note Sheet

## Applicant Information

Name: <u>Leshia Ford - Raley</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>01/19/18</u>	Rate of Pay: \$ <u>9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeping</u>	Referred by: <u>Walk in</u>

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	9/14	%

Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

4 years of HK. Worked at Days Inn. Cleaned up to 10 rooms per day.

She wants a Full time job.

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work:

Kansas City,KS

Overland Park,KS

Kansas City,MO

Independence,MO

## 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

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

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Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Teisha Ford-Riley  
Email: teisha.riley@yahoo.com  
Phone number: (415) 799-4147

## Working Experience:

Company Name: Convergys  
Dates of Employment: March 2012 / 2014

### Job Responsibility:

- Answering inbound calls
- making incalls
- Account balances
- Making Adjustments

Company Name: Blue Cross / Blue Shield  
Dates of Employment: June 2014 / Dec 15

### Job Responsibility:

- Cleaning
- Mopping
- Dinning
- Making Beds.

Company Name: Ermons Habbyer  
Dates of Employment: Jan 15 / Oct 15

### Job Responsibility:

- Answering calls
- Cleaning Rooms
- Room attendant
- Public Area.

## Skills

- Speak Spanish fluently
- Use word process
- Computer Skills



## 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 Teisha Ford-Riley Date: Jun 19, 2018  
 Home Telephone (816) 744-4147 Other Telephone (816) 876-4307  
 Present Address 3214 E 30 Terr  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Teisha.riley@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: House Keeping Salary desired: Open  
 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 ☐ Name of Referral Tierra Johnson 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? Jun 20, 2018

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>open</u>						
PM	<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.) \_\_\_\_\_

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?
NORTH EAST	KC MO	YES	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 K.C.

Type of Business Customer Service Telephone No. 913-213-5768 Supervisor's Name William Adams

Your Position and Duties Answering calls for inbound and out bound

Dates of Employment: From 02/12 To 2/14

Reason for Leaving: Department Shut Down

Name and Address of Employer Blue Cross Blue Shield

Type of Business Janitor Telephone No. (816) 331-5100 Supervisor's Name Edgar Hogan

Your Position and Duties Cleaning mopping dusting vacuuming waste, cleaning mirrors

Dates of Employment: From 2014 To 2015

Reason for Leaving: Temp Services

Name and Address of Employer Days Inn

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Type of Business Housekeeping Telephone No. (214) 921-3104 Supervisor's Name Loretta Maple

Your Position and Duties

Maple Cleaning rooms Dinner Inn

Dates of Employment: From 2015 To 2015

Reason for Leaving: Temp Services

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?  
If so, describe: \_\_\_\_\_

Yes \_\_\_ No (C)

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Ebony Maple Telephone No. (214) 156-345

Address 2100 Spruce

Occupation: Child care Relationship: friend Number of Years Acquainted: 5

Name: Sheila Tobey Telephone No. (214) 671-2199

Address 3301 Sunset

Occupation: Teacher Relationship: friend Number of Years Acquainted: 30

Name: Lynn Riley Telephone No. (214) 816-9307

Address 4824 Chestnut

Occupation: Artist Relationship: friend Number of Years Acquainted: 6



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

*[Handwritten signature]*

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.

*[Handwritten signature]*

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.

*[Handwritten signature]*

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.

*[Handwritten signature]*

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.

*[Handwritten signature]*

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**

*[Handwritten signature]*

**Date**

*Jan 19, 2018*

Name: Lisha Ford-Haley Jan 19, 2008  
Score 9/14

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	<input checked="" type="radio"/> Daily / <input type="radio"/> Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily / <input type="radio"/> Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily / <input type="radio"/> Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily / <input type="radio"/> Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily / <input type="radio"/> 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?  
Take all sheets off and put a sign up for Manager to inspect and then they will call a inspector to come check it out
10. What do you do if you find Lost and Found items in a guest rooms?  
Return it immediately to the front Desk
11. Describe the difference between a disinfectant and a cleaning solution?  
Disinfectant kills germs  
and Cleaner solution one meant only to clean



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018019171747CW**

Report Prepared: 01/19/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Ford Riley

First Name: leisha

Date of Birth: 12/12/1987

Social Security Number: \*\*\* \*\* 9850

Hire Date: 01/19/2018

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 01/19/2018

Case Submitted By: DZAM1545

Closed On: 01/19/2018

Closed By: DZAM1545

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

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