

Interview Note Sheet

Applicant Information

Name: Leigh Ford - Riley	Interviewer: Diana Johnson
Date: 07/19/18	Rate of Pay: \$ 9.25 - \$10.00
Position (s) Applied for: Housekeeping	Referred by: Walk In

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 exp. Worked at Days Inn. Cleaned up to 10 rooms per day.

She wants 2 full time job.

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

Transportation:	<input checked="" type="checkbox"/> Car	<input type="checkbox"/> Public Transit	<input type="checkbox"/> Carpool (Rider / Driver)
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Regions Available to work:	Kansas City, KS	Overland Park, KS	Kansas City, MO	Independence, MO
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Certifications (if any):	TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability:	<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only
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Details:	Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie	
Uniforms Owned:	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: Keisha Ford-Riley
Email: keisha_riley@yahoo.com
Phone number: Office 799-4147

Working Experience:

Company Name: Convergys
Dates of Employment: March 2011 - 2014
Job Responsibility:

- Cleaning Vending Cells
- Answer Incalls
- Account Services
- Moving Accounts

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

- Cleaning
- Mopping
- Dinning
- Making Beds.

Company Name: Arms Cupboard
Dates of Employment: Jan 15 - Oct 16
Job Responsibility:

- Answering Cells
- Cleaning Room
- Room attendant
- Public Area.

Skills

- Speak Spanish Fluently
- Type well 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 Iesha Ford-Riley Date: Jun 19, 2018
Home Telephone (816) 744-4147 Other Telephone (816) 876-4307
Present Address 3214 E 30 Ter
Permanent Address, if different from present address:
Email Address Iesha.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 Terra 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	KE MD	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 kck.

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

Your Position and Duties Answering calls for unbranded Out Brand.

Dates of Employment: From 03/12 To 20/14

Reason for Leaving: Department Shut Down

Name and Address of Employer Blue Cross Blue Shield

Type of Business Health Telephone No. 203-231-5000 Supervisor's Name Edith Hogan

Your Position and Duties Cleaning, mopping, Dusting, sweeping, waste, clean mirrors

Dates of Employment: From 2014 To 2015

Reason for Leaving: Temp Services

Name and Address of Employer Days Inn

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Telephone No. (401) 921-3104

Supervisor's Name Loretha Maple

Type of Business Housekeeping

Your Position and Duties

Moving Cleaning WMs Dunes 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? 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: Ebony Maple Telephone No. (401) 757-345

Address 2100 Spruce

Occupation: Child Care Relationship: friend Number of Years Acquainted: 8

Name: Sheila Tobey Telephone No. (401) 257-2199

Address 5301 Spruce

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

Name: Lynn Dilley Telephone No. (401) 516-9307

Address 4924 Chestnut

Occupation: Artist Relationship: friend Number of Years Acquainted: 60



Please Read Carefully, Initial Each Paragraph and Sign Below

(Initials) 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.

(Initials) 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.

(Initials) 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.

(Initials) 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.

(Initials) 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

Date

Jan 19, 2018

Name: Usha Ford -Hiley Jan 19, 2018
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 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?

Take all sheets off and set a Sing up For Manger to inspect
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?

Then it should be to the front Desk

11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant kills germs
and Cleaning Solution are 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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