

Interview Note Sheet

Applicant Information

Name: Lynn Ford Riley

Date: 2/28/18

Position (s) Applied for: Housekeeping / Landscaping / Houseman

Interviewer: _____

Rate of Pay: _____

Referred by: _____

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	12/16	85 %

Seeking

☒ Full-Time

☐ Part-Time

Relevant Experience & Summary of Strengths

Lynn is interested in working with acrobat. She has no housekeeping experience, but only basic cleaning experience.

- Some of our clients are willing to train non-experienced workers

Total of 2 in Food Service/Hospitality

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 _____

Availability

☒ Open ☐ 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 ☐ 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: Lynn Ford Riley
Email: LRiley380@gmail.com
Phone number: (816) 876-9307

Working Experience:

Company Name: Primerica

Dates of Employment: Nov. 2015

Job Responsibility:

- Producer
- Sells
- Promotion
-

Company Name: Solo Construction

Dates of Employment: Dec. 2012

Job Responsibility:

- Cleaning
- Repairing
- Stocking
-

Company Name: Emanuel

Dates of Employment: Jan. 2010

Job Responsibility:

- Child care
- Cleaning
- Monitoring
-

Skills

- quick learner
- love cleaning very organize
- certified in sells
- social 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 Lynn Ford Riley Date: 2-18
Home Telephone (816) 876-9307 Other Telephone () _____
Present Address 4721 Chestnut Ave.
Permanent Address, if different from present address: _____
Email Address _____

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
N/A
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 Terisha Riley 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? _____

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	8:00	8:00	8:00	8:00	8:00	8:00	8:00
PM	4:00	4:00	4:00	4:00	4:00	4:00	4:00

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
March 10-18

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
Terisha Riley
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?
Central High	Kansas City MO	10	No
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: certified Sells, cleaning and stocking			

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 Primerica

Type of Business Sells Telephone No. (816) 876-9307 Supervisor's Name Mathew

Your Position and Duties insurance agent, promotion and Sells

Dates of Employment: From Nov 2015 To Current

Reason for Leaving: _____

Name and Address of Employer Solo Construction

Type of Business Cleaning Telephone No. (816) 266-1449 Supervisor's Name Rondell

Your Position and Duties Clean and Repair

Dates of Employment: From Dec 2012 To Oct 2014

Reason for Leaving: Not enough hr

Name and Address of Employer Emanuel Child Care

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Type of Business Childcare Telephone No. (816) 799-4147 Supervisor's Name loretta
Your Position and Duties Brakes
Clean and Fill in for Brakes

Dates of Employment: From Jan. 2010 To Nov. 2011

Reason for Leaving: transportation

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: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?
If so, describe: _____

Yes _____ No ☒

JOB RELATED REFERENCES

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

Name: loretta Ford Telephone No. (816) 799-4147

Address 2506 Cypress

Occupation: Child care Relationship: co worker Number of Years Acquainted: 31

Name: Bonnie Klooner Telephone No. (913) 258-6599

Address 2811 Cypress

Occupation: Construction Relationship: coworker Number of Years Acquainted: 16

Name: Terisha Riley Telephone No. (816) 216-7941

Address _____

Occupation: house keeping Relationship: Sibling Number of Years Acquainted: 31

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ 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.

_____ 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.

_____ 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.

_____ 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.

_____ 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** _____

Name: Lynn Ford Riley

Housekeeping Test

Score 12/14

851.

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? report to management and follow cleaning direction
10. What do you do if you find Lost and Found items in a guest rooms? report to management
11. Describe the difference between a disinfectant and a cleaning solution?
Disinfectant Solution has stronger chemicals
Cleaning Solution Soap and water

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018054170558JH

Report Prepared: 02/23/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: riley

First Name: lynn

Date of Birth: 11/28/1986

Social Security Number: *** ** 3630

Hire Date: 02/23/2018

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: 11/28/2022

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 02/23/2018

Case Submitted By: DZAM1545

SENSITIVE BUT UNCLASSIFIED