

Interview Note Sheet

Applicant Information

Name: Kelvin Styles

Date: 02/28/18

Position (s) Applied for:

Dishwashing, Houseman, Housekeeping

Interviewer: Diana Zamora

Rate of Pay: \$9.25

Referred by: Goodwill

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	8/10	%	Housekeeping	10/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Currently works at City Wide Maintenance as a Janitor. He works at nights. Total of _____ in Food Service/Hospitality

worked as a maintance guy at a Apartment Complex.

Interesting in houseman work.

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

Kelvin Styles

1820 Woodland St. Kansas City, MO 64108

816-359-8973

kelvinjstyles@gmail.com

Professional Profile

Motivated and hard working individual seeking opportunities in grounds keeping. Eager to maximize experience to achieve both company and personal goals.

Work Experience

Janitor

Kansas City, MO

City Wide Maintenance

April 2017-present

- Clean building floors by sweeping, mopping, scrubbing or vacuuming
- Gather and empty trash
- Service, clean and supply restrooms and clean windows

Lawn Care Attendant

Kansas City, MO

2010-present

- Landscaping duties for private residence including but not limited to:
 - Mowing the lawn, weed whacking, trimming the hedges on shrubs

Groundskeeper

Kansas City, MO

Hughes Development

September 2014-March 2017

- Performed grounds keeping duties for apartment complexes and duplexes
 - Removed trash on residence property
 - Operated various hand tools and gas-powered tools to maintain grass
 - Cleaned and sanitized grounds and floors

Make-Ready Technician

Kansas City, MO

- Assisted in completing the turn-overs/make-readies for vacant units
 - Completed grounds work such as trash removal and light landscaping
 - Assisted with various types of maintenance of maintenance such as plumbing, painting, electrical and carpentry

Education

Job Corps

Kansas City, MO

1974

- Vocational training

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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 Kelvin Jerome Styles Date: 2/28/2018
Home Telephone (816) 359-8973 Other Telephone ()
Present Address 1820 Woodland Ave Apt. 209 Kansas City, MO 64108
Permanent Address, if different from present address: _____
Email Address kelvinjstyles@gmail.com

EMPLOYMENT DESIRED

Position applying for: Floor Tech/Maintenance/Groundskeeping Salary desired: \$11.00 an hour
Are you currently registered with any staffing and/or employment agencies? If so, please list
Goodwill of Western Missouri and Eastern Kansas
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? March 5th 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	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm
PM	3pm-3am						

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
No

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 ☐

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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?
Paseo High school	Kansas City, MO	11	No
Job Corp	Excelsior Springs, MO	Floor Tech	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: Floor Tech, Make ready's, painting, and grounds keeping/Maintenance			

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 City Wide Maintenance 15447 W 100th Terrace Lenexa, KS 66219

Type of Business Janitorial Telephone No. (913) 207-7961 Supervisor's Name DeWayne

Your Position and Duties Janitor and Floor Tech- clean floors, buff floors, strip floors, cleaning bathrooms, detail offices

Dates of Employment: From April 2017 To Present

Reason for Leaving: Seeking Full time employment

Name and Address of Employer Hughes Development 1021 N. 74th Street #106 Kansas City, KS 66101

Type of Business Property Management Telephone No. (913) 321-2262 Supervisor's Name Ms. Woods

Your Position and Duties Grounds Keeper/Make ready's - Removed trash on residence property, operated various hand tools and gas powered tools to maintain lawn, cleaned and sanitized floors

Dates of Employment: From Sep. 2014 To March 2017

Reason for Leaving: Terminated

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Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

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 _____

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 X

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: Terner Ervin Telephone No. (816) 315-5387

Address 1817 Campbell Street Kansas City, MO 64108

Occupation: Career Navigator Relationship: Case manager Number of Years Acquainted: 1

Name: DeVayne Telephone No. (913) 207-7961

Address 15447 W 100th Terrace Lenexa, KS 66219

Occupation: City Lide Relationship: Manager Number of Years Acquainted: 8

Name: Kathy Telephone No. (816) 585-2524

Address 3901 E. 56th Terrace Kansas City, MO 64130

Occupation: Property Manager Relationship: Supervisor Number of Years Acquainted: 7

Friendship Village Apartments



Please Read Carefully, Initial Each Paragraph and Sign Below

KS

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.

KS

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.

KS

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.

KS

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.

KS

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

2-28-18

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - ☒ c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - ☒ c) Rubber glove
 - d) Nothing
- D 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - ☒ d) All of the above
- A 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- ☒ a) True
 - b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - ☒ e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- ☒ a) True
 - b) False
- C 7) What should you 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 immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - ☒ c) Use an oven mitt or dry cloth towel
 - d) Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- ☒ a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- A 10) What is the proper method for cleaning and sanitizing stationary equipment?
- ☒ a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

Name: [Signature]

Score /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. 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?

Go tell my manager
10. What do you do if you find Lost and Found items in a guest rooms?

Go tell my manager
11. Describe the difference between a disinfectant and a cleaning solution?

~~They are the same~~



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018071152826JS

Report Prepared: 03/12/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Styles

First Name: Kelvin

Date of Birth: 12/02/1957

Social Security Number: *** ** 4678

Hire Date: 03/10/2018

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: 03/12/2018

Case Submitted By: DZAM1545

Closed On: 03/12/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED