

Interview Note Sheet

Applicant Information

| | |
|---------------------------------------|------------------------------|
| Name: Lee KeYah Robinson | Interviewer: Steven Gonzalez |
| Date: 6/28/18 | Rate of Pay: \$ 9.25 and up |
| Position (s) Applied for: Housekeeper | Referred by: Walk in |

Test Scores

| Server | /35 | % | Bartender | /35 | % |
|------------|-----|---|--------------|-------|-----|
| Prep Cook | /20 | % | Barista | /15 | % |
| Grill Cook | /40 | % | Cashier | /15 | % |
| Dishwasher | /10 | % | Housekeeping | 11/14 | 78% |

Availability

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Worked as a Cashier at Save a Lot.

Worked as a Food Runner at Zaxby.

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work

Kansas City, KS

Overland Park, Kansas

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

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: _____

Lekeyah Robinson

Kansas City, MO

lekeyahrose@icloud.com

8168855928

I love kids I have my nieces and nephews every weekend I enjoy the fact that kids can make you forgot about a lot of things and puts me in a great environment

Authorized to work in the US for any employer

Work Experience

Call Center Representative

Convergys

February 2017 to Present

Great customer service skills

Team Leader

Zaxby's Chicken Fingers & Buffalo Wings - Olathe, KS

January 2017 to Present

Front of house and back of house. Prepping meals, taking orders, setting up plates making sure the dining room is clean

Call Center Agent

Skyes Enterprises

July 2017 to March 2018

Receptionist

Children Mercy Hospital

January 2017 to December 2017

Answer phones for clients

Cashier/Customer Service

Save a lot Food Stores - Kansas City, MO

July 2016 to September 2017

Responsibilities

1. Handle cash transactions with customers using cash registers.
 2. Scan goods and collect payments.
 3. Issue receipts, refunds, change or tickets.
 4. redeem stamps and coupons
 5. make sales and referrals, cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information

Call Center Representative

USA800 - Kansas City, MO

April 2016 to July 2017

Attentiveness. ...
Clear Communication Skills. ...
Knowledge of the Product. ...
Ability to Use "Positive Language" ...
Acting Skills. ...
Time Management Skills. ...
Ability to "Read" Customers.

Receptionist

Duffin optical
January 2016 to January 2017
Inputting into the computer filing papers

Warehouse Associate

Rally house - Lenexa, KS
July 2014 to October 2016
Counting orders and processing orders. Placing price tags on clothes

Education

Center High School - Kansas City, MO
2013 to 2015

Skills

Customer Service

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 LeVeugh Rose Robinson Date: 06/20/18
 Home Telephone (816) 885-5928 Other Telephone ()
 Present Address 8581 Holmes Rd Apt 76 Kansas City MO 64131
 Permanent Address, if different from present address: _____
 Email Address LeVeughRose@icloud.com

EMPLOYMENT DESIRED

Position applying for: Open Salary desired: 11.00

Are you currently registered with any staffing and/or employment agencies? If so, please list

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? 06/20/18

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 | <input type="radio"/> |
| PM | <input type="radio"/> |

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

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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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.)

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? |
|--|----------------|---------------------------|-------------------|
| Center high school | Kansas City Mo | 2015 H/S | 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

Type of Business Callcenter Telephone No. 913-330-2317 Supervisor's Name Kim

Your Position and Duties _____

Dates of Employment: From Jan/17 To May/18

Reason for Leaving: Went back to school

Name and Address of Employer Zaxby

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

Your Position and Duties Server/food prep

Dates of Employment: From May/15 To July/16

Reason for Leaving: Too far from home

Name and Address of Employer 1295 Strangline Rd

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Your Hospitality Staffing Professionals

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 King of Kash

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

Your Position and Duties _____

Dates of Employment: From Jun/16 To Dec/16

Reason for Leaving: Summer school began for me went to college

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 ✓
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: Rosa Robinson Telephone No. (816) 885-8750

Address: 6625 Monroe *close friend*

Occupation: _____ Relationship: close friend Number of Years Acquainted: _____

Name: Christopher Walker Telephone No. (816) 582-6659

Address: _____

Occupation: Cashier Relationship: friend Number of Years Acquainted: 10th

Name: Susan Porter Telephone No. (816) 337-0038

Address: _____

Occupation: ISS Service Relationship: friend Number of Years Acquainted: 5+

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

L. Keigh Dillinger

Date

06/20/18

Name: LeKeyah Robinson

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.
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="checkbox"/> Daily/ Weekly |
| b) Toilets and latrines | <input checked="" type="checkbox"/> Daily/ Weekly |
| c) Carpets in guest rooms | <input checked="" type="checkbox"/> Daily/ Weekly |
| d) Carpets in offices | <input type="checkbox"/> Daily/ Weekly |
| e) Soiled linen | <input checked="" type="checkbox"/> 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?

Call Maintenance
10. What do you do if you find Lost and Found items in a guest rooms?

Have it to the front
11. Describe the difference between a disinfectant and a cleaning solution?

Cleaning is for the windows
disinfectant is for bathrooms purposes



Case Verification Number: 2018176185938LM

Report prepared: 06/25/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Lekeyah Robinson

Date of Birth: 07/18/1996

U.S. Social Security Number: ***-**-2104

Employee's First Day of Employment: 06/25/2018

Citizenship Status: U.S. Citizen

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 Information

Current Case Result: Closed

Case Submitted By: Diana Zamora

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close