

## Anthony Williams

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**From:** JotForm <noreply@jotform.com>  
**Sent:** Tuesday, August 13, 2019 7:15 PM  
**To:** Kansas City Team  
**Subject:** Re: Employment Application Kansas City



### Employment Application Kansas City

First Name	Lexis
Last Name	Bradley
E-mail Address	lexissmone@gmail.com
Phone	8162177063
Address	4626 E 43rd Ter
Unit or Number	N/A
City, State	Kansas City
Zip Code	64130
What region(s) are you applying to work within?	Kansas City
Which position(s) are you applying for?	Server Housekeeper
Are you applying for:	Full-Time
When can you start?	08-14-2019
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Saturday AM

Have you ever applied to or worked for Acrobat before?	No
If hired, would you have reliable means of transportation to and from work?	Yes
If hired, can you present evidence of your legal right to live and work in this country?	Yes
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Lincoln University
City & State	Jefferson City, Missouri
Grade/Degree	Bachelors of Science Criminal Justice
Graduated?	Yes
Do you have any special licenses? (If so, label under "Special")	No
Are you computer literate? (If so, label which programs under "Special")	Yes
Are you proficient with Point of Sale systems? (If so, label which under "Special")	Yes
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	No
Are you currently employed?	Yes
Can we contact your current employer?	Yes
Name and Address of Employer	Aspen Home Health 3100 Broadway

Type of Business	Home Health
Phone Number	8162177063
Your Position & Duties	Provide all services to those who can't provide for themselves.
Date of Employment (from/to):	July 2018
Reason for Leaving	Still employed part time
Still Employed:	Yes
First Name	Lisa
Last Name	Wilson
E-mail Address	msliliw@aol.com
Phone	8163214358
Relationship:	Colleague
Years Acquainted:	5

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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. (Checked box indicates acknowledgement)

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. (Checked box indicates acknowledgement)

I hereby acknowledge  
that I have read and  
understand the above statements. (Checked box indicates acknowledgement)

Applicant Digital  
Signature (Type  
Name): Lexis Bradley

Date: 08-13-2019

Please Attach Resume  
Below [Lexis Bradley Resume .docx](#)

You can [edit this submission](#) and [view all your submissions](#) easily.

Name: Lexis Bradley

Score 13/14

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?

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

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

Disinfectant = Takes germs away  
cleaning solution = coats the top.

***Lexis S. Bradley***  
***7611 Wabash Avenue Kansas City, Mo 64132***  
***T: (816)679-7160 E: lexissmone@gmail.com***

## **Objective**

An entry-level career performing with honesty, sincerity and hard work, utilizing the skills obtained by being a recent Graduate from Lincoln University. My immediate aim would involve working under senior criminal justice personnel learning from them how to handle critical situations. Ultimately, my aspirations in this field would be to assist our youth in shaping the world.

## **Education**

### ***Lincoln University***

August 2015- December 2017

820 Chestnut St Jefferson City, Mo 65101

- Bachelor's of Science in Criminal Justice
- Associates of Arts in Criminal Justice
- 3.348 Cumulative GPA
- Deans List
- Cum Laude

"Students educate themselves about questions regarding human interactions at multiple levels: inter-personal, and at the wider spheres of social institutions. Students in the department will be exposed to applications of scientific and other scholarly methods to questions of human interaction, both as an end in itself, and to inform the efforts of citizens seeking to solve social problems in just and ethical manners. Within majors, emphasis is on helping students develop clear and coherent written and verbal expression."

### ***Wyandotte High School***

August 2010- May 2014

2501 Minnesota Ave Kansas City, Ks 66102

- 3.8 Cumulative GPA
- Graduated with Diploma
- Kansas Scholar- Top 10% of HS graduating class
- National Honors Society- 2 year member

## **Work Experience**

### ***Alliance Personal Care Inc- Staffing Coordinator***

June 2018- March 2019

- Provide Clients with Personal Care Assistants
- Monthly monitoring phone calls to clients



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- Recruitment for new clients/PCAs
- Send Plan Of Care changes to the state
- Oversea PCA timesheets

***Children's Division- Children's Service Worker 1***

January 2018- May 2018

- Ensure children's safety
- Respond to hotline reports with in 24-hour time frame
- Make physical eye contact with every victim child, non-victim child, parents, and perpetrators
- Have weekly Team Decision making meetings about case findings
- Type out written reports
- Conclude case findings

***Rosa Parks Center- Youth Specialist 1***

June 2017- November 2018

- Monitor Juvenile Delinquents
- Mentor Juvenile Delinquents
- Assist in developmental life skills
- Weekly written reports
- Weekly activity planning

## **Skills**

Microsoft Word

Access

Employee Management

Switch Board

Team player

Excel

Case Management

Ability to Multi Task

Data Entry

Time management

## **Activities**

- Member of Order of Eastern Star (Charitable Organization)- 3 years
- Sponsor of Electa's Daughters and Sons Youth Fraternity- 2 years

## **References Available Upon Request**