

# Interview Note Sheet

## Applicant Information

Name: <b>Gloria Edmiston</b>	Interviewer:
Date: <b>10-12-17</b>	Rate of Pay:
Position(s) Applied for:	Referred by:

## Test Scores

Server	18 /35	51 %	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	20 /40	70 %	Cashier	/15	%
Dishwasher	7 /10	70 %	Housekeeping	/16	%

Full-Time
Part-Time

## Relevant Experience/Credentials or Strengths

*Total of \_\_\_\_\_ in Food Service/Hospitality*

- Worked for ALL TEAM
- Sodexo bought out her contract
  - PROMISED HER RAISE + did not give it to her
- has COF
- WORKS full time

P.O.S. Experience: Y / N    details:

<input checked="" type="radio"/> Car	<input type="radio"/> Public Transit	<input type="radio"/> 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 <b>LICUOR LICENSE</b>	Will Submit
<input checked="" type="radio"/> Open	<input type="radio"/> AM only	<input type="radio"/> PM only	<input type="radio"/> Weekdays only	<input type="radio"/> Weekends only
Details:				

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie
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: Gloria Edmonson  
Email: gloriaedmonson981@gmail.com  
Phone number: 816-877-6394

### Working Experience:

Company Name: Sodexo  
Dates of Employment: 6-24-17 - 10-1-2017

Job Responsibility:

- Grill Cook
- Prep
- Cook to order
- Take Cash

Company Name: Holiday House  
Dates of Employment: 2-3-2008 - 12-9-2011

Job Responsibility:

- Cook
- Unload trucks
- Server
- 

Company Name: Research  
Dates of Employment: 4-2-2016 - 9-12-2016

Job Responsibility:

- Grill Cook
- Steamer
- Dishwasher
- 

### Skills

- Computer
- Register
- 
-

## 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 John M. J. Edmonson Date: 10-12-2017  
 Home Telephone (816) 877-1639 Other Telephone (816) 433-5663  
 Present Address 428 4228 Cleveland Ave # 103  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address JohnEdmonson98@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Cook Cashier Server Salary desired: \$10.00  
 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 \_\_\_\_\_ Other Web Posting  Other Source  Newspaper  Job Fair  Agency  Company Website   
 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	6	6	6	6	6	6	
PM.	2	2	2	2	2	2	

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
Dec. 2 Birthdays

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes  No  If yes, when? 2 years ago  
 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.)

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
E.F. Green Jr. High	P.T. G.A.	11th	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

## 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 Sadie's

Type of Business Kitchen

Telephone No. 202 489-8954

Supervisor's Name Paul Stocks

Your Position and Duties Grill cook cook to order, take cash

Dates of Employment: From 6-20-17 To 10-17 Weekly Pay: Starting 11.25 Ending 11.25

Reason for Leaving: not enough money promised me something

Name and Address of Employer All Day STAFFING

Type of Business All over

Telephone No. (817) 756-3233

Supervisor's Name Mr. Franchier

Your Position and Duties Cook Dishwasher, Banquet

Dates of Employment: From    To    Weekly Pay: Starting    Ending   

Reason for Leaving:   

Name and Address of Employer   

Type of Business   

Telephone No. (  )

Supervisor's Name

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Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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: Kevin Douglas

Telephone No. (816) 433-5663

Address 4431 angel

Occupation: Cook

Relationship: Friend

Number of Years Acquainted: 2

Name: Shannen Skew

Telephone No. (816) 955-5865

Address 9 Skew

Occupation: House W. Re

Relationship: Friend

Number of Years Acquainted: 6

Name: Lik Rabb

Telephone No. (816) 433-9826

Address 2925 Triadme

Occupation: Humidinse

Relationship: Friend

Number of Years Acquainted: 6 yr

**Please Read Carefully, Initial Each Paragraph and Sign Below**

*BE*

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.

*BE*

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.

*BE*

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.

*BE*

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.

*BE*

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 10/12/17

**Grill Cooks Test**

Score 80 / 40

Multiple Choice Test (1 point each)

b 1) How much time should you take to wash your hands with soap?

- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

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c 2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

A 3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

C 4) The most important reason for having food handlers wear hair restraints is to

- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

C 5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

b 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- a) 0°F and 100°F
- b) 32°F and 220°F
- c) 41°F and 135°F
- d) 39°F and 178°F

d 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

A 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

C 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

## Dishwasher Test

Score 7 / 1070

- C 1) After washing your hands, which item should be used to dry them?  
a) Clean apron  
b) Sanitized wiping cloth  
C 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

- A 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

- F 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

- I 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

- D 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 \_\_\_\_\_

Score 18/35

**Servers Test**

**Multiple Choice**

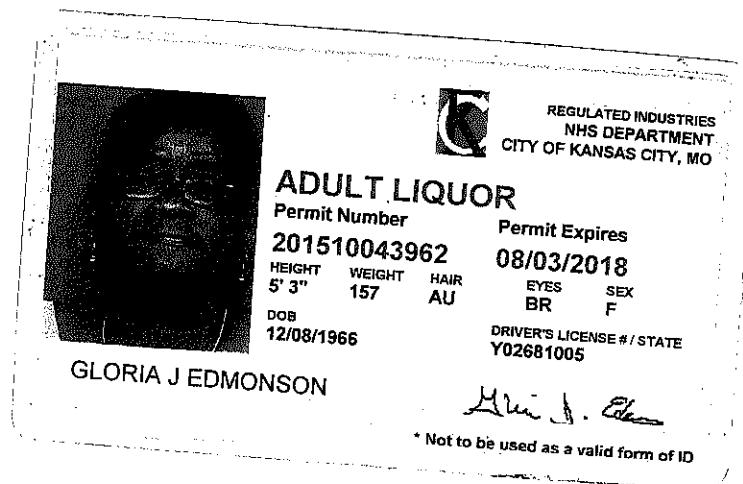
- 1) Food is served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand
- 2) Drinks are served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand
- 3) Food and drinks are removed on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand
- 4) What part of a glass should you handle at all times?  
 a) The stem  
 b) The widest part of the glass  
 c) The top
- 5) When you are setting a dining room how should you set up your tablecloths?  
 a) Neatly and evenly across the tables  
 b) The creases should all be going in the same directions  
 c) The chairs should be centered and gently touching the table cloth  
 d) All of the above
- 6) If you bring the wrong entrée to a guest what should you do?  
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
 b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served  
 c) Try to convince the guests to eat what you brought them  
 d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

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**Match the Correct Vocabulary**

- A Scullery  
B Queen Mary  
C Chaffing Dish  
D French Passing  
E Russian Service  
F Corkscrew  
G Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water  
 B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)  
 C. Used to hold a large tray on the dining floor  
 D. Area for dirty dishware and glasses  
 E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored  
 F. Used to open bottles of wine  
 G. Style of dining in which the courses come out one at a time





SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017285112700CN**

Report Prepared: 10/12/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Edmonson

First Name: Gloria

Date of Birth: 12/08/1966

Social Security Number: \*\*\*-\*\* 6525

Hire Date: 10/12/2017

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: 10/12/2017

Case Submitted By: SSHA2488

Closed On: 10/12/2017

Closed By: SSHA2488

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

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