

Interview Note Sheet

Cook

Applicant Information	
Name: Robert Foreman	Position (s) Applied for: Cook, Server, dishwasher
Date: 10-16-19	Referred by:
Interviewer: Kumar Badarinar	Rate of Pay: 11.50 - 12.00

Test Scores		Seeking:	
Server	/35	%	Full-Time
Bartender	/30	%	Part-Time
Cashier	/10	%	
Housekeeping	/16	%	

Relevant Experience & Summary of Strengths			
Total of Experience in Food Service/Hospitality			
Tell us about your formal training as a cook?	Tell me about your knife handling skills?	Tell me about a time you made a mistake while preparing ingredients. How did you correct it and what did you learn?	Notes:
Dennis was first cooking job. Overland park convention center was cook.	Know how to dice pretty quick.	OPCC - knocked down a big fruit decorative chair that was for an event.	

Chubbey
wrote as code
for year
half

P.O.S. Experience: Y / N details:	
Regions Available to work:	Availability:
weekends	Other Languages Spoken:
Recommendations:	Lead Academy
Uniforms Owned:	Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Long Black Tie Black Vest 1/2 Tuxedo Tuxedo Black Bistro Black White Other:
Identification (if any):	Car
FH	Other:

Prep Cooks Test

Score 13/20

Multiple Choice (1 point each)

- 1) A gallon is equal to _____ ounces
a. 56
b. 145
c. 32
d. 128
- 2) Mesclun are what type of vegetable?
a. Roots
b. Beans
c. Salad Greens
d. Spices
- 3) What does the term braise mean?
a. Sear quickly on both sides
b. Slowly cook in covered pan with little liquid
c. Cook on high heat and quickly
d. Slowly cook in simmering water
- 4) At what internal temperature must chicken be cooked so that it is safe to eat?
a. 155 degrees F
b. 165 degrees F
c. 175 degrees F
d. 185 degrees F
- 5) How do you blanch vegetables?
a. Immerse for a short time in boiling water
b. Cook lightly in butter over med heat
c. Soak in cold water overnight
d. Rub with salt before cooking
- 6) Which of the following ingredients would you pack before measuring?
a. Olive Oil
b. Salt
c. Brown Sugar
d. White Sugar
- 7) What is Al Dente?
a. Firm but not hard
b. Soft to the touch
c. Very hard
d. Very soft
- 8) Food should be left out no more than _____
a. 2 hours
b. 3 hours
c. 4 hours
d. 5 hours

Prep Cooks Test

9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

Prep Cooks Test

17) What is a julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Dice : to cut into very small pieces when uniformity of size and shape is not important.

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 Robert Eugene Foreman Jr Date: 10-16-19
Home Telephone (816) 352-0541 Other Telephone ()
Present Address 4204 Montgall KC MO 64130
Permanent Address, if different from present address:
Email Address Rforeman81@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cook/Server/Dish Salary desired: \$13-14
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 ☒
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☐ Name of Referral _____
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							
PM							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:							

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 ☐
 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	Center Senior High	CITY & STATE	K.C.M.O.	GRADE OR DEGREE	COMPLETED	DID YOU GRADUATE?
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES	YES	YES	12	YES	YES
Are you computer literate? If so, list software knowledge under "Special."	YES	YES	YES	YES	YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	YES	YES	YES	YES	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	YES	YES	YES	YES	NO
Special: Microsoft Excel						

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 Church 3 Dwight
Type of Business Warehouse
Your Position and Duties Forklift operator
Telephone No. () CHRIS Butler
Supervisor's Name

Dates of Employment: From 9/2016 To 3/18

Reason for Leaving: Transportation/ weather got bad also.

Name and Address of Employer Denny's

Type of Business Restaurant
Telephone No. (816) 421-1544
Supervisor's Name Rhonda Myers

Your Position and Duties cook, clean and sanitize work area, stock and rotate freezer

Dates of Employment: From 11/15 To 5/17

Reason for Leaving: College

Name and Address of Employer Multiple Temp Agencies

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

Your Position and Duties

Dates of Employment: From 2/18 To Recent

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 /

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: <u>Cherry Bradley</u>	Telephone No. (<u>816</u>) <u>653-1183</u>
Address: <u>2101 Prospect</u>	
Occupation: <u>General Manager</u>	Relationship: <u>Ex-coworker</u>
Number of Years Acquainted: <u>3+</u>	
Name: <u>Alvin Howard</u>	Telephone No. (<u>816</u>) <u>439-7341</u>
Address: <u>4400 Wakarusa</u>	
Occupation: <u>Contractor</u>	Relationship: <u>Ex-Manager</u>
Number of Years Acquainted: <u>4+</u>	
Name: <u>Rhonda Mirms</u>	Telephone No. (<u>816</u>) <u>421-1544</u>
Address: <u>1600 Broadway</u>	
Occupation: <u>Manager</u>	Relationship: <u>Ex-Manager</u>
Number of Years Acquainted: <u>4+</u>	

Please Read Carefully, Initial Each Paragraph and Sign Below

RF 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.

RF 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.

RF 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.

RF 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.

RF 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 Robert Murphy Date 10-16-2019

JMH-5
9/20

Name: Forman Robert, F.
Email: formanr@gmail.com
Address: _____
Date of Birth: ____/____/____ SSN: ____-____-____
Date of Hire: 09/14/2015

Section One

Employee File Checklist (note "n/a" if not applicable)

☒ Confidentiality & Non-Disclosure Agreement

☐ California Labor Code Form 2810.5

☐ (California Employees Only)

☒ Skills Test / Interview notes

☒ New Hire Acknowledgement Form

☒ Additional Information/Emergency Contact

☒ Image Release Form

☒ W-4: Single / Married (Circle one)

☐ Exemptions _____

☒ Direct Deposit / Global Cash Card / Live Check (Circle one)

☐ Resume

☒ Application for Employment

☐ Offer Letter

☐ Food Handlers Card/Certification

☐ Expiration ____/____/____

☐ Alcohol/Liquor Serving Certification

☒ I-9 Form and copies of required form(s)

☒ of ID (Filed in secured I-9 binder)

☒ Sexual Harassment/Harassment Policy

☐ Acknowledgement

☒ Authorization and Release to Obtain

☐ Information

☒ Designation of Personal Physician

☒ Absenteeism & Tardiness Policy

Employee Setup

☒ E-Verify Documentation

☐ CVN#:

☒ Background Check (Sterling)

☐ File Ref #:

☒ Direct Deposit / Global Cash Card

☐ Form sent to Payroll

Emergency Contact

Name: Kirah Robinson

Phone: (816) 655-8671

Relationship: Mother

Section Three

☒ Upload Photo

☒ Taborca

☒ New Hire List

Date: 06/21/2015

☒ Attended New Hire Orientation

☐ Upload Resume & Food Handlers Card

Date 9/10/15

Name Robert Feiman

Address _____

Offer Letter & Acknowledgment

Acrobat Outsourcing is pleased to offer you a position as: Dev. Grill Cook

at the rate(s) of \$9.00-10.00 per hour starting on 9/14/15

This offer is contingent upon satisfactory completion of the background check process. By accepting this offer, you also agree to comply with the policies set forth by the company and acknowledge the guidelines that are shared with you at the time of hire.

ACCEPT Job Offer

By signing and dating this letter below, I, _____

Signature Robert E. Feiman

by Acrobat Outsourcing.

Date 09/10/15

accept this job offer of _____

OR

DECLINE Job Offer

By signing and dating this letter below, I, _____

Signature _____

by Acrobat Outsourcing.

Date _____

accept this job offer of _____

By accepting a job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment with or without cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses is a requirement of employment and you agree to report such injuries and/or illnesses as required. Acrobat Outsourcing reserves the right to change the hours, wages, and working conditions at any time, based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager contact Acrobat Outsourcing.

Academy? Would you recommend this applicant for Acrobat
Chef Coat Black Bistro
Chef Coat Chef Pants Knives
Tuxedo 1/2 Tuxedo
Black Pants Non-slip Shoes
Convention Candidates
Other Languages Spoken
Other: Long Black Tie
Bow Tie

Details: Open
Availability: AM only PM only Weekdays only Weekends only
Will Submit
TIPS Serv-Safe LEAD Other
Certifications (Team) Kansas City, KS Overland Park, KS
Regions Available (Month) Kansas City, MO Independence, MO
Transportation: Car
Public Transit
Carpool (Rider / Driver)
P.O.S. Experience: Y / N details:

* A lot of Grill Cook experience

Total of _____ in Food Service

Relevant Experience & Summary of Strengths			
Dishwasher	9/10	% Housekeeping	/15
Grill Cook	2/40	% Cashier	/10
Prep Cook	/15	% Barista	/10
Server	/35	% Bartender	/30

Seeking:	Full-Time	Part-Time
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Application Information

Name: Robert Eugene Foreman

Date: 9/10/18

Position (s) Applied for: Grill Cook, Dishwasher

Interviewer: Cassandra

Rate of Pay: \$9.25

Referred by:

Employment Application

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PLEASE PRINT

Full Name Robert Eugene Foreman Jr. Date: 4-10-15

Home Telephone (816) 739-0851 Other Telephone ()

Present Address

Permanent Address, if different from present address: 1708 Mehan Pl KCMO 64106

Email Address Foreman81@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cook/Dishwasher Salary desired: 9.50-10

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 ☐ To: From:

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 ☒

Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? Yesterday

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							
PM							

JOB RELATED REFERENCES

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

Name: Monae Morgan
Address: 3234 Handeatty
Occupation: OFFICE
Acquainted: 3
Relationship: Mother in law
Number of Years

Name: Trenava Shouse
Address: _____
Occupation: _____
Acquainted: _____
Relationship: _____
Number of Years

Name: Kirrah Robinson
Address: _____
Occupation: _____
Acquainted: 4
Relationship: Cousin
Number of Years

Name: _____
Address: _____
Occupation: _____
Acquainted: 4
Relationship: Old Supervisor
Number of Years