

Interview Note Sheet

Applicant Information	
Name: <u>Yoland Shelton</u>	Interviewer: <u>Griffin Long</u>
Date: <u>7/12/2016</u>	Rate of Pay: <u>11</u>
Position (s) Applied for: <u>Cook</u>	Referred by: <u>Marquette Acosta</u>

Test Scores				Seeking:	
Server	/35	%	Bartender	/35	%
Prep Cook	17	/20	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Relevant Experience & Summary of Strengths	
<i>Total of _____ in Food Service/Hospitality</i>	
<i>Has cooking experience. Has worked at Minute Maid and is preferred by the chef. She will be good for stadiums and zoo.</i>	

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

Transportation				
Car	Public Transit	Carpool (Rider / Driver)		

Regions Available to work:				
SF City	SF North	SF Peninsula	East Bay	Outer East Bay
San Jose	South San Jose	SJ Peninsula		

Certifications (if any)				
<input checked="" type="radio"/> TiPS	<input checked="" type="radio"/> Serv-Safe	LEAD	Other _____	Will Submit

Availability				
<input checked="" type="radio"/> Open	AM only	PM only	Weekdays only	Weekends only
<i>Details:</i>				

Uniforms Owned:						
Bistro Chef Coat	Black Bistro Chef Pants	Tuxedo Knives	1/2 Tuxedo Black Pants	Black Vest Non-Slip Shoes	Long Black Tie Bow Tie	Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Employment Application

816-501-9067

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 Uolandia M. SHELTON Date: July 12, 2016
 Home Telephone (832) 398.3552 Other Telephone ()
 Present Address 3451 Tampa St. #5 Houston, Texas 77021
 Permanent Address, if different from present address: _____
 Email Address Uolandashelton12@gmail.com

EMPLOYMENT DESIRED

Position applying for: Openings/Cook/Bartender Salary desired: neg.
 Are you currently registered with any staffing and/or employment agencies? If so, please list
Madeshy

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 DAVID 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? _____

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	<u>morning</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>
PM		<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>	<u>Anytime</u>

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

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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 the San Francisco Fair Chance Ordinance, 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?
Sook Uates	Houston, Texas	10th Grade	NO
School of Wyndham	Gatesville, Texas		
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:	TABC, manager certification, Food Handler Certification		

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

Madfishy

Type of Business

Temp Service

Telephone No. ()

Supervisor's Name

Chandia

Your Position and Duties

Cook

Dates of Employment: From _____ To _____

Weekly Pay: Starting

11.00

Ending

12.00

Reason for Leaving:

Still employed

Name and Address of Employer

City of Houston

Type of Business

Under Work

Telephone No. (832) 395-4700

Supervisor's Name

E. Allen

Your Position and Duties

Street maintenance

Dates of Employment: From _____ To _____

Weekly Pay: Starting

11.80

Ending

13.00

Reason for Leaving:

Moved to another position

Name and Address of Employer

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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 _____ 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: Kimberly Hayes Telephone No. (832) 512-7870

Address _____

Occupation: COOK Relationship: friend Number of Years Acquainted: 20

Name: Margutta Asctas Telephone No. (832) 202-8741

Address _____

Occupation: COOK Relationship: friend Number of Years Acquainted: 15

Name: Farnett Smithers Telephone No. (832) 206-2486

Address _____

Occupation: Business Owner Relationship: friend Number of Years Acquainted: 20

Please Read Carefully, Initial Each Paragraph and Sign Below

28
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.

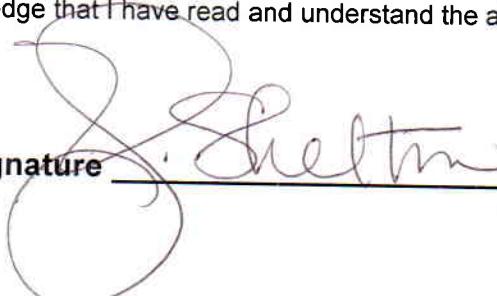
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice 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



Date

4.12.16

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Yolanda Shelton
Email: Yolanda.Shelton.12@gmail.com
Phone number: 832.398.3552

Working Experience:

Company Name: City of Houston

Dates of Employment: 06/14 - 2/16

Job Responsibility: Street maintenance

- -
- -
- -
- -

Company Name: Madesty Staffing

Dates of Employment: 3/16 - present

Job Responsibility: COOK

- - COOK
- - food prep
- -
- -

Company Name: Hilfe Ceasars

Dates of Employment: 5/09 - 4/15

Job Responsibility: food service management

- - COOK
- - food prep
- -
- -

Skills

- -
- -
- -
- -

D Multiple Choice (1 point each)

1) A gallon is equal to _____ounces

- a. 56
- b. 145
- c. 32
- d. 128

C 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B 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

A 4) At what internal temperature must chicken be cooked so that it is safe to eat? 165

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

A 5) How do you blanche 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

C 6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A 7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

C 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

D

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

A

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

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

C

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

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

D

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

D

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

C

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

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

B

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

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

B

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

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

A

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 seven sided football like shapes

A

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