

# Interview Note Sheet

## Applicant Information

|  |                                       |
|--|---------------------------------------|
| Name: <u>Shaniqua Jackson</u>              | Interviewer: <u>Griffin Long</u>      |
| Date: <u>8/16/2016</u>                     | Rate of Pay: <u>11</u>                |
| Position (s) Applied for: <u>Prep Cook</u> | Referred by: <u>Dashawna Morrison</u> |

| Test Scores |       |    |              |     |   | Seeking:  |
|-------------|-------|----|--------------|-----|---|---|
| Server      | /35   | %  | Bartender    | /35 | % | <input checked="" type="radio"/> Full-Time<br><br><input type="radio"/> Part-Time |
| Prep Cook   | 16/20 | 80 | Barista      | /15 | % |   |
| Grill Cook  | /40   | %  | Cashier      | /15 | % |   |
| Dishwasher  | /10   | %  | Housekeeping | /16 | % |   |

| Relevant Experience & Summary of Strengths                            |  |  |  |  |  |
|---|--|--|--|--|--|
| <b>Total of <u>10</u> in Food Service/Hospitality</b>                 |  |  |  |  |  |
| <p>Has cashier experience, prep cook, grill cook. Very clean cut.</p> |  |  |  |  |  |

|   |
|---|
| P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____ |
|---|

|                |   |                            |  |  |
|----------------|---|----------------------------|--|--|
| Transportation |   |                            |  |  |
| Car            | <input checked="" type="radio"/> 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) |           |      |             |             |
| TiPS                    | Serv-Safe | LEAD | Other _____ | Will Submit |

|                                       |         |         |               |               |
|---------------------------------------|---------|---------|---------------|---------------|
| Availability                          |         |         |               |               |
| <input checked="" type="radio"/> Open | AM only | PM only | Weekdays only | Weekends only |

Details:

|                 |              |        |  |   |                |
|-----------------|--------------|--------|--|---|----------------|
| Uniforms Owned: |              |        |  |   |                |
| Bistro          | Black Bistro | Tuxedo | 1/2 Tuxedo                                   | Black Vest                                      | Long Black Tie |
| Chef Coat       | Chef Pants   | Knives | <input checked="" type="radio"/> Black Pants | <input checked="" type="radio"/> Non-Slip Shoes | Other: _____   |

|   |                       |                         |
|---|-----------------------|-------------------------|
| Would you recommend this applicant for Acrobat Academy? | Convention Candidate? | Other Languages Spoken: |
|---|-----------------------|-------------------------|

832-566-0925



## 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 Schanequa Jackson Date: 08.16.2016  
 Home Telephone (832) 566-0925 Other Telephone (713) 423-9131  
 Present Address 9801 Larkwood dr. Houston TX, 77096  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Negua74@gmail.com

### EMPLOYMENT DESIRED

Position applying for: ANY (Open) Salary desired: 9.00 (Open)  
 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 Deshawn MORRIS 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 | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------------------|--------|--------|---------|-----------|----------|--------|----------|
| DAILY                   |        |        |         |           |          |        |          |
| 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

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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.)

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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? |
|--|-----------------|---------------------------|-------------------|
| Jesse Jackson Academy  | Florissant   TN | 12                        | 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:<br>Customer Services skills 10 yrs plus.  |                 |                           |                   |

## 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 Resource Home Health CARE

Type of Business Health Care Telephone No. (713) 981-4889 Supervisor's Name Josephine

Your Position and Duties provider - to provide for my patient, Cook / Clean. Joseline

Dates of Employment: From 2014 To 2016 (7-16-2016) Weekly Pay: Starting 7.55 Ending 7.55

Reason for Leaving: Patient Disceased.

Name and Address of Employer Sodexo (Kipp School) Kippway Dr. Houston TX.

Type of Business School Telephone No. (832) 328-1051 Supervisor's Name Melanie Shrimplin.

Your Position and Duties Server / Serve, prep, cook, clean, active duties to Perform everyday.

Dates of Employment: From 7/2014 To 8/2015 Weekly Pay: Starting 9.00 Ending 9.00

Reason for Leaving: Seasonal, (Still Eligible for Re-hire).

Name and Address of Employer South Park Medical Transportation

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Telephone No. (832) 837-2401

Supervisor's Name Shicresia Mosleef

Type of Business Driver

Your Position and Duties To drive clients to & from desired destination To And From in a safe manner.

Dates of Employment: From On Call since 2000 To \_\_\_\_\_

Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: N/A

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: No

## 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: Erika Gibbs Telephone No. (713) 335-7496

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Supervisor / Tx. Number of Years Acquainted: 20

Name: Tarunna Lewis Telephone No. (832) 962-0624

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: N/A Number of Years Acquainted: 10 yrs

Name: Shicresia Mosleef Telephone No. (832) 837-2401

Address 5206 Wilmington St. Houston, TX, 77033

Occupation: Owner of South Park Med. Transportation Relationship: Aunt / owns Business Number of Years Acquainted: 29

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

*SJ*

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.

*SJ*

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.

*SJ*

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.

*SJ*

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.

*SJ*

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

*Sergio J. K.*

Date

*08.10.2016*

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

First and Last Name: Sch A nequa JACKSON  
Email: Nequa74@gmail.com  
Phone number: 832-566-0995

### Working Experience:

Company Name: Sodexo (Kipp School)

Dates of Employment: 2014 July / 2015 Jun

Job Responsibility:

- - Server.
- - Prep
- - Clean
- - Responsible duties Everyday.

Company Name: Resource Home Health Care

Dates of Employment: 2016 | 7 —

Job Responsibility:

- - provided for patient.
- - COOK, clean, prep,
- - organize, Everyday.

Company Name: Safe All Transportation Medical

Dates of Employment: On Call Since 2000 yr.

Job Responsibility: DRIVER.

- - To drive clients to and
- - from their desired destination,
- - In a timely and safe way.

### Skills

- - Computer skills 10 yrs. plus
- - Cashier (5 yrs)
- - Microsoft word, power point. (PSL)
- - Customer Service skills  
10 yrs & plus.

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Multiple Choice (1 point each)

A

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

D

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

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

80%

D ~~X~~

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

B

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

C

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

A

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.