

Interview Note Sheet

Applicant Information

Name: <u>Brione Jordan</u>	Interviewer: <u>Griffin Long</u>
Date: <u>11/18/2016</u>	Rate of Pay: <u>11</u>
Position (s) Applied for: <u>Prep Cook</u>	Referred by: <u>Brandon Nelson</u>

Test Scores

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

- Cashier experience
- food runner

Total of 1 in Food Service/Hospitality

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 ☐ Houston

Certifications (if any)

TIPS ☐ Serv-Safe ☒ LEAD ☐ Other ☐ Will Submit ☐

Availability

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 ☐ Black Pants ☒ Non-Slip Shoes ☒ Bow Tie ☐ Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate ☐

Other Languages Spoken: _____



This Certificate of Completion is to Certify that

Briane Jourdan

has met all training requirements and successfully completed the following course and/or exam.

Texas Food Handler Safety - English

Completion Date: July 15, 2016

Expiration Date: 07/15/2018

Certification Number: 116401

Kelly Bailey

Authorized Signature

Diversys Learning, Inc. - TXDSHS License # 66
1101 Arrow Point Dr. #302
Cedar Park, TX 78613

TrainingNow.com

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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 Briane Breneisha Jordan Date: 11/16/2016
Home Telephone () _____ Other Telephone (832) 725-4629
Present Address 12720 Brant Rock Drive (Dr.) Apt. # 211
Permanent Address, if different from present address: _____
Email Address briane-j@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Cook Salary desired: \$10.00
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 _____ From: _____ To: _____
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☒ Name of Referral Brandon Nelson 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? open

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	10am		8am		8am	9am	8am
PM	6pm	1m-9pm	4pm	1pm-9pm	4pm	5pm	4pm

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 Brandon Nelson
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.)

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?
Elsik High School	Houston, Tx.		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:			

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 McDonalds

Type of Business Fast Food Telephone No. (281) 759-2330 Supervisor's Name Jacqueline Morales

Your Position and Duties Crew member: Work on front counter (taking orders), present food in drive-thru, bag (wrap) pack bags of food, or take orders in back drive-thru/wash dishes

Dates of Employment: From 02/2016 To 10/2016 Weekly Pay: Starting \$7.25 Ending \$7.25

Reason for Leaving: I want to explore more opportunities and gain more experience.

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:

Name and Address of Employer

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Telephone No. ()

Type of Business _____

Your Position and Duties _____

Supervisor's Name _____

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: Brandi Sanchez

Telephone No. (832) 908-5002

Address _____

Occupation: Security Guard Relationship: Friend

Number of Years Acquainted: 3

Name: Brandon Nelson

Telephone No. (832) 441-7602

Address _____

Occupation: Torchy's Tacos

Relationship: Family Friend

Number of Years Acquainted: 18

Name: Ebony James

Telephone No. (832) 276-4924

Address _____

Occupation: McDonald's Crew Member

Relationship: Co-Worker

Number of Years Acquainted: 1

Please Read Carefully, Initial Each Paragraph and Sign Below

✓ 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 Brienne Zurcher

Date 11/16/2016

Prep Cooks Test

Score 9 / 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 seven 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.