

# Interview Note Sheet

Applicant Information	
Name: <u>Kenneth Johnson</u>	Interviewer: <u>Griffin Long</u>
Date: <u>3/1/2017</u>	Rate of Pay: <u>\$10</u>
Position (s) Applied for: <u>Dishwasher</u>	Referred by: <u>John Bulony</u>

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><b>Total of <u>4</u> in Food Service/Hospitality</b></p> <p><u>- Concession cook</u></p> <p><u>- Dishwasher</u></p>
<p>P.O.S. Experience: Y / <u>N</u> details: _____</p>

Transportation
<input checked="" type="radio"/> Car      Public Transit      Carpool ( Rider / Driver )
Regions Available to work:
SF City      SF North      SF Peninsula      East Bay <u>Outer East Bay</u> San Jose      South San Jose      SJ Peninsula <u>Houston</u>
Certifications (if any)
TIPS <u>Serv-Safe</u> LEAD      Other _____      Will Submit
Availability
<input checked="" type="radio"/> Open      AM only      PM only      Weekdays only      Weekends only
Details: _____
Uniforms Owned:
Bistro <u>Black Bistro</u> Tuxedo <u>1/2 Tuxedo</u> Black Vest      Long Black Tie Chef Coat      Chef Pants      Knives <u>Black Pants</u> <u>Non-Slip Shoes</u> Bow Tie      Other: _____
Would you recommend this applicant for Acrobat Academy?      Convention Candidate?      Other Languages Spoken:

**Submission Date** 02-27-2017 12:22:09

**IP** 74.124.34.2

**First Name**

Kenneth

**Last Name**

Johnson

**E-mail Address**

Kennydevanjohnson1984@yahoo.com

**Phone**

345-260-7353

**Address**

16250 Imperial Valley Dr.

**Unit or Number**

1602

**City, State**

Houston, Texas

**Zip Code**

77067

**What region(s) are you applying to work within?**

- Houston

**Which position(s) are you applying for?**

- Dishwasher

**Are you applying for:**

- Full-Time
- Part-Time

**When can you start?**

 Monday, February 27, 2017

**Can you work overtime?**

Yes

**How did you hear about us?**

- Google

**What days/times can you work? Select all that apply:**

- Monday AM
- Monday PM
- Tuesday AM
- Tuesday PM
- Wednesday AM

- Wednesday PM
- Thursday AM
- Thursday PM
- Friday AM
- Friday PM
- Saturday AM
- Saturday PM

**Have you ever applied to or worked for Acrobat before?**

Yes

**If hired, would you have reliable means of transportation to and from work?**

Yes

**If hired, can you present evidence of your legal right to live and work in this country?**

Yes

**Are you able to perform the essential functions of the job for which you are applying?**

Yes

**Name of School**

Calvin Nelms Charter School

**City & State**

Katy, Texas

**Grade/Degree**

diploma

**Graduated?**

Yes

**Do you have any special licenses? (If so, label under "Special")**

No

**Are you computer literate? (If so, label which programs under "Special")**

Yes

**Are you proficient with Point of Sale systems? (If so, label which under "Special")**

No

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

Yes

**Special:**

Automatic Pallet Jack, Scissor Lift

**Are you currently employed?**

No

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

Pizza Hut

**Type of Business**

Food

**Phone Number**

281-856-2200

**Your Position & Duties**

Cook, Dish Washer, Cleaner

**Date of Employment (from/to):**

8/2016-1/2017

**Weekly Pay (Starting/Ending):**

7.50/7.50

**Reason for Leaving**

Moved

**Still Employed:**

No

**Name and Address of Employer**

PFG Whole Foods

**Type of Business**

Warehouse

**Your Position & Duties**

Order select

**Date of Employment (from/to):**

12/2014-1/2015

**Weekly Pay (Starting/Ending):**

12.00/12.00

**Reason for Leaving**

Temp.

**Still Employed:**

No

**Name and Address of Employer**

Katy Movers

**Type of Business**

Moving

**Your Position & Duties**

Head mover

**Date of Employment (from/to):**

5/2011-12/2014

**Weekly Pay (Starting/Ending):**

9.00/10.25

**Reason for Leaving**

Found better job

**Still Employed:**

No

**First Name**

Amy

**Last Name**

Harrison

**E-mail Address**

Amyharrison25@yahoo.com

**Phone**

832-654-5217

**Relationship:**

friend

**Years Acquainted:**

15

**First Name**

Vanesssa

**Last Name**

Cofield

**E-mail Address**

Cofield7266@Gmail.com

**Phone**

281-236-4871

**Relationship:**

Teacher

**Years Acquainted:**

10

**First Name**

Edward

**Last Name**

Jefferson

**E-mail Address**

Kornbread1982@Gmail.com

**Phone**

832-782-9454

**Relationship:**

work mate

**Years Acquainted:**

13

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

- (Checked box indicates acknowledgement)

**Applicant Digital Signature (Type Name):**

Kenneth Johnson

**Date:**

 Monday, February 27, 2017

## 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 Kenneth Devan Johnson Date: \_\_\_\_\_  
 Home Telephone (346) 260-7353 Other Telephone (\_\_\_\_) \_\_\_\_\_  
 Present Address 16250 Imperial Valley Dr Houston, Texas 77067  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Kennydevanjohnson1984@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Dish washer Salary desired: \_\_\_\_\_  
 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 John Baloney 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							
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 ☐



# Acrobat

outsourcing  
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?
Calvin Nelms Carter School	Lyprass, Texas	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:			

## 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 \_\_\_\_\_

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: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

# Acrobat

outsourcing  
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: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**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.

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I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature



Date

\_\_\_\_\_



**Food Industry Training**

# Food Handler

## Certificate of Completion

**Kenneth Johnson**

is recognized for successfully completing the  
**eFoodcard Food Handler Basics Course.**

Certificate Number: TXFC-557623

Issued: 02/28/2017 Valid Through: 02/28/2019



eFoodCard - Robert D. Anderson, REHS



**efoodcard.com • 888.243.0222**





**eFoodcard**

**eFoodcard.com**  
888.243.0222

**Employer Card**

## Food Handler

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**eFoodcard**

**eFoodcard.com**  
888.243.0222

**Employee Card**

## Food Handler

### Certificate of Completion

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Issued: 02/28/2017 Valid Through: 02/28/2019



eFoodCard - Robert D. Anderson, REHS





## Congratulations

You have successfully completed the eFoodcard Food Handler Basics Course. Cut cards along dotted lines. Provide one to your employer and keep one for your records. If you have questions, call **888.243.0222**.

## Felicidades

Ha terminado con éxito el curso básico eFoodcard de manejador de alimentos. Corte las tarjetas a lo largo de las líneas punteadas. Dé una a su empleador y guarde la otra para sus registros escritos. Si tiene preguntas, llame al **888.243.0222**.

## Dishwasher Test

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