

Acrobat

outsourcing

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

First and Last Name: MILES SHELTON
Email: MILESHELTON08@yahoo.com
Phone number: 832-947-8993

Working Experience:

Company Name: MATTRESS Firm CAFE

Dates of Employment: 1/16 - 6/17

Job Responsibility:

- RESPONSIBLE FOR PREPARING LUNCH
- MENU, USING RECIPES
- LINE SERVING
-

Company Name: SEVONA TRANQUILITY

Dates of Employment: 6/14 - 10/14

Job Responsibility:

- MAINTAINED BUILDING CLEANLINESS
- POOL MAINTENANCE
- PERFORMED LIGHT MAINTENANCE

Company Name: RUSKIN PLACE APARTMENTS

Dates of Employment: 1/11 - 6/14

Job Responsibility:

- MAINTAINED BUILDING CLEANLINESS
- POOL MAINTENANCE
- PERFORMED LIGHT MAINTENANCE

Skills

- PREP COOK, MAIN ENTREE COOK
- LINE SERVING
-
-



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 MILES SHELTON

Date: 6/20/17

Home Telephone (832) 947 - 8993

Other Telephone ()

Present Address 13003 BELL MANOR

Permanent Address, if different from present address: _____

Email Address MILESHELT08@YAHOO.COM

EMPLOYMENT DESIRED

Position applying for: COOK

Salary desired: NEGOTIABLE

Are you currently registered with any staffing and/or employment agencies? If so, please list

NP

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 _____ 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? 6/21/17

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 | X | 5AM | 5AM | 5AM | 5AM | 5AM | 5AM |
| PM | | 6PM | 6PM | 6PM | 6PM | 6PM | 6PM |

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 the U.S.?

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? |
|--|------------------|---------------------------|-------------------|
| PASEO HIGH | KANSAS CITY, MO. | 12 | YES |
| Do you have any special licenses, certificates or special training? If so please list under "Special". | | | |
| Are you computer literate? If so, list software knowledge under "Special." | | | |
| Are you proficient with Point of Sales Systems? If so please list which ones under "Special." | | | |
| 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." | | | |

FOOD MANAGEMENT CERTIFICATE

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 MATTRESS FIRM CORPORATE CAFETERIA

Type of Business CAFE

Telephone No. (832) 642-19575

Supervisor's Name MISS DEBBIE

Our Position and Duties COOK - RESPONSIBLE FOR PREPARING LUNCH ACCORDING TO MENU

Dates of Employment: From 11/16 To 6/17

Weekly Pay: Starting 12.00 HR Ending 12.00 HR

Reason for Leaving LAYERED OFF OVER STAFFED

Name and Address of Employer SEVONNA TRANSPORTATION

Type of Business APARTMENT STATION Telephone No. ()

Supervisor's Name Christy

Our Position and Duties RESPONSIBLE FOR CLEANLINESS OF PROPERTY GROUNDS, OFFICES, AND APARTMENT CLEAROUTS, LIGHT MAINT.

Dates of Employment: From 6/14 To 10/15 Weekly Pay: Starting 11.50 HR Ending 11.50 HR

Reason for Leaving MANAGEMENT CHANGE OVER

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Telephone No. (816) 761-1591

Supervisor's Name TIFFANY
ENTIRE PROPERTY

Type of Business APARTMENTS

Your Position and Duties GROUNDSKEEPER, RESPONSIBLE FOR ENTIRE PROPERTY

Dates of Employment: From 11/11 To 6/14

Weekly Pay: Starting 11.00/hr Ending 11.00/hr

Reason for Leaving: LEFT TO RELOCATE TO HOUSTON

Name and Address of Employer ST. MARY'S SCHOOL

Type of Business K-8 SCHOOL

Telephone No. (816) 421-1000

Supervisor's Name SHANE

Your Position and Duties ATTENDANT, RESPONSIBLE FOR CLEAINGNESS OF

ENTIRE SCHOOL

Dates of Employment: From 12/08 To 10/11

Weekly Pay: Starting 11.00/hr Ending 11.00/hr

Reason for Leaving: LEFT FOR POSITION WITH RUSHING APARTMENTS

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 X

JOB RELATED REFERENCES

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

Name: MISS DROBBIE

Telephone No. (832) 642-0575

Address: HOUSTON TEXAS

Occupation: FOOD SERVICE

Relationship: FRIENDS

Number of Years Acquainted: 1

Name: KENT FRY

Telephone No. (816) 210-5060

Address: GRANVIEW, MO.

Occupation: MACHINE OPERATOR

Relationship: FRIEND

Number of Years Acquainted: 4.5

Name: HUEY JOHNSON

Telephone No. (281) 217-6741

Address: HOUSTON TX

Occupation: TRUCK DRIVER

Relationship: FRIEND

Number of Years Acquainted: 4



Please Read Carefully, Initial Each Paragraph and Sign Below

MD
X

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.

MD
X

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.

MD
X

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.

MD
X

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.

MD
X

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

Mike Shatto

Date 6/20/17

Prep Cooks Test

Score 12 / 20

Multiple Choice (1 point each)

D ✓

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

C X

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

B ✓

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

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

B X

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

A ✓

8) Food should be left out no more than

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

Prep Cooks Test

D

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

- In the fridge
- In a sink with cold water
- On the counter
- In the microwave

C

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

- Baking Soda
- Baking Powder
- Flour
- Water

B

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

- 25-135
- 40-140
- 50-160
- 30-130

D

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

- Dice, chop, mince
- Mince, chop, dice
- Chop, dice, Mince
- Mince, dice, chop

B

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

- Over the fire at all times
- Turned towards you for better control
- Turned towards the right or left at all times
- Over the countertop at all times

C

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

- Noodles
- Vegetables
- Liquid
- Oil

B

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

- Basting Spoon
- Ladle
- Slotted Spoon
- Portion Spoon

C

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

- Season
- Sauté
- Broil
- Boil
- Fry

Prep Cooks Test

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)

~~Marked~~ ✓ 19) SWEET & SMOKY are the basic seasoning ingredients for all savory recipes.

~~Marked~~ ✓ 20) CHOP ~~✓~~ DICE : to cut into very small pieces when uniformity of size and shape is not important.

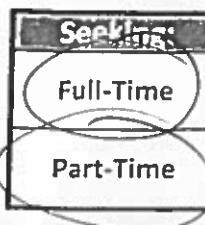
Interview Note Sheet

Applicant Information

| | |
|---|-----------------------|
| Name: Miles Shelton | Interviewer: Camille |
| Date: 6/20/17 | Rate of Pay: |
| Position(s) Applied for: Cook / prep cook | Referred by: Internet |

Test Scores

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



Relevant Experience & Summary of Strengths

Total of 70 in Food Service/Hospitality

like to learn different recipes
like working with people
hard worker

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 | 288 & Almeda Geno |

Certifications (if any)

TiPS Serv-Safe LEAD Other _____ Will Submit

Availability

Open AM only PM only Weekdays only Weekends only

Details: Prefer to work morning shift / NO Sundays

Uniforms Owned:

| | | | | | |
|---|--|--|---|--|--|
| <input checked="" type="checkbox"/> Bistro | <input checked="" type="checkbox"/> Black Bistro | <input checked="" type="checkbox"/> Tuxedo | <input checked="" type="checkbox"/> 1/2 Tuxedo | <input checked="" type="checkbox"/> Black Vest | <input checked="" type="checkbox"/> Long Black Tie |
| <input checked="" type="checkbox"/> Chef Coat | <input checked="" type="checkbox"/> Chef Pants | <input checked="" type="checkbox"/> Knives | <input checked="" type="checkbox"/> Black Pants | <input checked="" type="checkbox"/> Non-Slip Shoes | <input checked="" type="checkbox"/> Bow Tie |

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: