

Acrobat

outsourcing

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

First and Last Name: MILES SHELTON
Email: MILES.SHELTON08@YAHOO.COM
Phone number: 932-947-8993

Working Experience:

Company Name: MATRESS FIRM CAFE
Dates of Employment: 11/16 - 6/17

Job Responsibility:

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

Company Name: SEVONNA 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: 11/11 - 6/14

Job Responsibility:

- MAINTAINED BUILDING CLEANLINESS
- POOL MAINTENANCE
- PERFORMED LIGHT MAINTENANCE

Skills

- PAID COOK, MAIN ENTRÉE COOK
- LINE SERVING
-
-

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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 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 M.SHELTON08@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
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 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	<input checked="" type="checkbox"/>	5 AM	5 AM	5 AM	5 AM	5 AM	5 AM
PM		6 PM	6 PM	6 PM	6 PM	6 PM	6 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 the U.S.? ☒

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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?
PASCO 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."		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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 <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Special:			NO <input checked="" type="checkbox"/>
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 MATHESS FARM CORPORATE CAFETERIA

Type of Business CAFE Telephone No. (832) 642-9575 Supervisor's Name MISS DEBBIE
Your 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: LAYED OFF OVER STAFFED

Name and Address of Employer SEVONNA TRANQUILITY

Type of Business APARTMENT Telephone No. () Supervisor's Name CHRISTY
Your Position and Duties RESPONSIBLE FOR CLEANLINESS OF PROPERTY
GRANDS OFFICERS, AND APARTMENT CLEANOUTS, LIGHT MAINT.

Dates of Employment: From 6/14 To 10/16 Weekly Pay: Starting 11.50 HR Ending 11.50 HR
Reason for Leaving: MANAGEMENT CHANGE OVER

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Type of Business APARTMENTS

Your Position and Duties GROUNDKEEPER, RESPONSIBLE FOR ENTIRE PROPERTY

Telephone No. (816) 761-1591

Supervisor's Name TIFFANY

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 KANSAS CITY, MO.

Type of Business HIGH SCHOOL

Telephone No. (816) 421-1000

Supervisor's Name SHANE

Your Position and Duties JANITOR, RESPONSIBLE FOR CLEANLINESS OF ENTIRE SCHOOL

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

Weekly Pay: Starting 11.00 HR Ending 12.00 HR

Reason for Leaving: LEFT FOR POSITION WITH RUSKIN 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? If so, describe: _____

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 DEBBIE

Telephone No. (832) 642-0575

Address: HOUSTON TEXAS

Occupation: FOOD SERVICE

Relationship: FRIENDS

Number of Years Acquainted: 1

Name: KENT FLY

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

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Please Read Carefully, Initial Each Paragraph and Sign Below

MP
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 ground for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

MP
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.

MP
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.

MP

X
MP 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.

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 Shott

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 ✗ 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 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
- B ✗ 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?
a. In the fridge
b. In a sink with cold water
c. On the counter
d. In the microwave
- C 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
- B 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
- C 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

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

salt & pepper
Fill-in the Blank (1 point each)

CHOP 19) SWEET & SMOKEY 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.

Interview Note Sheet

Applicant Information

Name: <u>Miles Shelton</u>	Interviewer: <u>Cornille</u>
Date: <u>6/20/17</u>	Rate of Pay:
Position (s) Applied for: <u>COOK / prep cook</u>	Referred by: <u>internet</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

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 E Alameda Gen

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:

☒ 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: _____