

# Interview Note Sheet

Applicant Information	
Name: <u>CHARLES JAMES</u>	Interviewer: <u>Shelby</u>
Date: <u>9/8/2017</u>	Rate of Pay: <u>9.25-11</u>
Position (s) Applied for: <u>P. COOK, G. COOK, CASHIER</u>	Referred by: <u>L'ÉCOLE</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	<u>13</u> /20	<u>65</u> %	Barista	/15	%
Grill Cook	<u>35</u> /40	<u>88</u> %	Cashier	<u>14</u> /15	<u>93</u> %
Dishwasher	/10	%	Housekeeping	/16	%

Seeking
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <ul style="list-style-type: none"> <li>- Military for 10 years</li> <li>- Last job was in 2012</li> <li>- was HOMELESS</li> <li>- Going to school at L'ÉCOLE</li> <li>- graduating</li> </ul>

P.O.S. Experience: Y / N details: \_\_\_\_\_

Transportation
<input type="checkbox"/> Car <input checked="" type="checkbox"/> Public Transit <input type="checkbox"/> Carpool ( Rider / Driver )

Regions Available to work
<input type="checkbox"/> Kansas City, KS <input type="checkbox"/> Overland Park, KS <input checked="" type="checkbox"/> Kansas City, MO <input type="checkbox"/> Independence, MO

Certifications (if any)
<input type="checkbox"/> TIPS <input checked="" type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
Details: <u>TUE-THURS-PM ONLY / FRI-MON-OPEN</u>

Uniforms Owned
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie
<input type="checkbox"/> Chef Coat <input checked="" type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/> Convention Candidate? <input type="checkbox"/> Other Languages Spoken:

INTERVIEW  
Friday @  
NOON!

## Employment Application

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 Charles James Date: 9/6/17  
Home Telephone ( ) \_\_\_\_\_ Other Telephone ( ) 660 723-5255  
Present Address 3929 Willow Ave Apt 201 KC, MO 64133  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address ilovegod5200@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Any Salary desired: discuss  
Are you currently registered with any staffing and/or employment agencies? If so, please list N/A  
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? ASAP

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	<u>Any</u>	<u>Any</u>	<u>Aft 5</u>	<u>Aft 5:30</u>	<u>Aft 2:30</u>	<u>Any</u>	<u>Any</u>
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

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: SEE RESUME

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: \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

# CHARLES JAMES

3929 Willow Ave. #201  
Kansas City, MO 64133  
(660) 723-5255\  
Email: [ilovegod5200@yahoo.com](mailto:ilovegod5200@yahoo.com)

## Culinary Skills

- Fundamentals of Culinary
- Cooking Essentials I
- Basic Knife Skills
- Meat and Poultry Fabrication
- Fish/Shellfish Fabrication and cooking
- Cooking Essentials 2
- Culinary Math and Food Costing
- Garde Manger
- International Cuisine
- American Regional Cuisine
- Art & Technique of Baking and Pastry

## Education

**L'Ecole Culinaire, Kansas City, MO 03/2017 - Present**

Associates Program- Culinary and Restaurant Management

Expected Graduation- 10/08/2017

**L'Ecole Culinaire, Kansas City, MO 05/2016 – 03/2017**

Diploma Program- Culinary Fundamentals

Graduated 03/12/2017

## Certifications:

ServSafe Certified

## Awards:

Dean's List- Phase 1, 2, 4

**Career Summary:** Two tours of duty in Iraq, 2004-05 and 2006-07. Operated and maintained diesel powered vehicles with over 3 ton and dump body capacity to haul road building materials, while complying with commercial and military log keeping and other procedures.

- ❖ Very Proficient in Preventive Maintenance and Record Keeping
- ❖ Highly Detailed Pre/Post Operation Inspections
- ❖ Extremely Capable in operating peripheral equipment
  - Blades, Rock Crushers, Buckets, Conveyors
  - Semi Tractor Trailer, Drive buses to transport troops
  - All types of Excavation Equipment

## **Career Experience:**

**103<sup>rd</sup> Engineer Company, 94<sup>th</sup> Engineer Battalion – Heavy Equipment Operator**

Fort Leonard Wood, Missouri

Duties: Drives truck with capacity of more than 3 tons; equipped with dump body to transport and dump loose materials.

**887<sup>th</sup> Engineer Company – Construction Equipment Operator**

Fort Campbell, Kentucky United States

Duties: Operated several types of power construction equipment in tactical and training environments.

**84<sup>th</sup> Engineer Battalion, (04/2001 to 06/2005) – Driver**

Schofield Barracks, Hawaii

Duties: Operated a diesel-powered tractor-trailer combination and Heavy Construction/Rock Crushing Equipment

## **Awards:**

Army Commendation Medal (3<sup>rd</sup> Award), Army Achievement Medal, Army Good Conduct Medal (3<sup>rd</sup> Award), National Defense Service Medal, Iraqi Campaign Medal w/2 Campaign Stars, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Army Service Ribbon, Overseas Service Ribbon (3<sup>rd</sup> Award), Army Superior Unit Award

## **Training:**

Army Training: Combat Lifesaver Course, 06/2009; Fort Leonard Wood, MO. 40 Hours

Army Training: Hazardous Material (HAZMAT) & Transportation Familiarization Course, 11/2007; Fort Campbell, KY. 4 Hours

Army Training: Heavy Construction Equipment Operator Course, 03/2001; Fort Leonard Wood, MO. 8 Weeks

Pinnacle Career Institute – Kansas City, MO – 12 month Certificate of Completion – Electronic Technology

**REFERENCES: Provided upon request**

**Cashier Test**

Score 14 / 15

B

- 1) A roll of quarters is worth?  
a) \$5.00  
b) \$10.00  
c) \$15.00  
d) \$20.00

A

- 2) A roll of dimes is worth?  
a) \$5.00  
b) \$4.00  
c) \$3.00  
d) \$2.00

D

- 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00

C

- 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
c) \$0.50  
d) \$0.25

C

- 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
c) Point of sales  
d) People over service

- 6) What is the current sales tax rate in your city 8.5%?

C

- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
c) \$7.06  
d) \$5.06

B

- 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
b) \$14.50  
c) \$9.50  
d) \$4.50

D

- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
c) \$10.00  
d) \$12.00

A

- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
a) \$78.50  
b) \$58.50  
c) \$38.50  
d) \$28.50

93

**Cashier Test**

**Score**      / 15

A

- 11) Counterfeit pens should be used on which three denominations?
- a) \$20, \$50, \$100
  - b) \$10, \$20, \$50
  - c) \$5, \$50, \$100
  - d) \$10, \$20, \$50

C

- 12) How many times should you count change when giving it to the customer?
- a) one
  - b) two
  - c) three
  - d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Drivers licences

15) How many \$20 bills are in a bank band? 2000

Multiple Choice (1 point each)

D 1) A gallon is equal to \_\_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- d. 128

A 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

D 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

C 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

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

A 8) Food should be left out no more than

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

105

## Prep Cooks Test

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- A 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
- 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
- C 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
  - b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- B 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

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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) chopped: to cut into very small pieces when uniformity of size and shape is not important.

**Grill Cooks Test**

**Score 35/40**

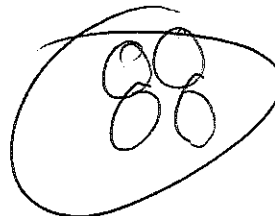
**Multiple Choice Test (1 point each)**

C 1) How much time should you take to wash your hands with soap?

- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

C 2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F



D 3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

B 4) The most important reason for having food handlers wear hair restraints is to

- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

C 5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

C 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- a) 0°F and 100°F
- b) 32°F and 220°F
- c) 41°F and 135°F
- d) 39°F and 178°F

D 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

D 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

A 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth



# ServSafe® CERTIFICATION

CHARLES JAMES

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

13886033

CERTIFICATE NUMBER

7/26/2016

DATE OF EXAMINATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

10484

EXAM FORM NUMBER

7/26/2021

DATE OF EXPIRATION



#0655

Sherman Brown  
SVP, National Restaurant Association Solutions

*Sherman Brown*

In accordance with Maritime Labour Convention 2006, Resolution ADM N.08/2013 (Regulation 3.2, Standard A3.2)  
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14102201





SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017251132617YG**

Report Prepared: 09/08/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: James

First Name: Charles

Date of Birth: 04/21/1975

Social Security Number: \*\*\* \*\* 8375

Hire Date: 09/08/2017

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: ID card

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 04/21/2022

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/08/2017

Case Submitted By: SSHA2488

Closed On: 09/08/2017

Closed By: SSHA2488

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED