

## Interview Note Sheet

Applicant Information	
Name: <u>Joshua Hamilton</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>9/21/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Prep Cook, Housekeeping</u>	Referred by: <u>Indeed</u>

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
<p>Currently has a job at</p>	<p>Total of _____ in Food Service/Hospitality</p>
<p>P.O.S. Experience: Y / N details: _____</p>	

Transportation		
Car	Public Transit	Carpool ( Rider / Driver )

Regions Available to work:			
Kansas City, KS	Overland Park, KS	Kansas City, MO	Independence, MO

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:	

# Joshua Hamilton

Kansas City, MO

joshuahamilton357\_pv8@indeedemail.com - 8164999526

## WORK EXPERIENCE

### **Cook/Dishwasher**

Wingstop - 2017-04 - Present

### **Cook**

Sonic Drive-In - 2009-02 - 2014-04

## EDUCATION

Wyandotte High School

## 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 Joshua Hamilton Date: 9/21/2017  
Home Telephone (816) 499-9526 Other Telephone (913) 371-6585  
Present Address 3015 DCSE0  
Permanent Address, if different from present address: N/A  
Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: Hospitality Salary desired: 10.00  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
All Team  
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 Walt in 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? A.S.A.P.

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>8-4</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

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.)

## EDUCATION & SKILLS

NAME OF SCHOOL <u>Wixomville High School</u>	CITY & STATE <u>Kansas City Mo</u>	GRADE OR DEGREE COMPLETED <u>3</u>	DID YOU GRADUATE? <u>NO</u>
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	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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	<u>NO</u>
Special:			<u>G.E.D</u>

## 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 Wingslope 40 Hwy  
Type of Business Restaurant  
Your Position and Duties Cook Clean Prep Cook mop floors wash dishes  
Telephone No. ( ) N/A Supervisor's Name Donnie

Dates of Employment: From April To Sept 9/21/2001 Weekly Pay: Starting 8.00 Ending 8.00  
Reason for Leaving: Still employed

Name and Address of Employer Sawie Drive 1W  
Type of Business Restaurant  
Your Position and Duties Cook Clean Prep Cook all position  
Telephone No. ( ) \_\_\_\_\_ Supervisor's Name Hawk

Dates of Employment: From 2009 To 2013 Weekly Pay: Starting 7.25 Ending 7.25  
Reason for Leaving: better Day

Name and Address of Employer \_\_\_\_\_  
Type of Business Restaurant  
Telephone No. ( ) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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Your Hospitality Staffing Professionals

Your Position and Duties Cook Clean and all position

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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

Type of Business \_\_\_\_\_

Your Position and Duties \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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: N/A

## 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: Cheff Maxwell Address \_\_\_\_\_ Telephone No. (\_\_\_\_) N/A

Occupation: \_\_\_\_\_ Relationship: Friend

Name: Angel Green Address \_\_\_\_\_ Telephone No. (\_\_\_\_) N/A

Occupation: \_\_\_\_\_ Relationship: Friend

Name: Mrs. Datta Address \_\_\_\_\_ Telephone No. (\_\_\_\_) N/A

Occupation: \_\_\_\_\_ Relationship: Friend

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

Occupation: \_\_\_\_\_ Relationship: Friend

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

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

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

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

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

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

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

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

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

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

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

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

**Multiple Choice** (1 point each)

- A 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
- B 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
- D 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
- D 7) What is Al Dente?
- a. Firm but not hard
  - b. Soft to the touch
  - c. Very hard
  - d. Very soft
- C 8) Food should be left out no more than
- a. 2 hours
  - b. 3 hours
  - c. 4 hours
  - d. 5 hours

## Prep Cooks Test

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- B 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
- A 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
- b 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
- D 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

D

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)

\_\_\_\_\_ & \_\_\_\_\_ are the basic seasoning ingredients for all savory recipes.

20)

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



Name: Joshua Hamilton

Score 10/14

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - ☒ e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - ☒ e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. (True) or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
  - a) Floors (Daily/Weekly)
  - b) Toilets and latrines (Daily/Weekly)
  - ☒ c) Carpets in guest rooms (Daily/Weekly)
  - ☒ d) Carpets in offices (Daily/Weekly)
  - ☒ e) Soiled linen Daily/(Weekly)
6. The best way to clean the floors:
  - ☒ (a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
7. What should 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 up immediately
  - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - ☒ (a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?

tell my supervisor
10. What do you do if you find Lost and Found items in a guest rooms?

Take it to my supervisor
11. Describe the difference between a disinfectant and a cleaning solution?

Nasty



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017264143427SC**

Report Prepared: 09/21/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Hamilton

First Name: Joshua

Date of Birth: 11/08/1982

Social Security Number: \*\*\* \*\* 0791

Hire Date: 09/21/2017

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/21/2017

Case Submitted By: SGON7369

Closed On: 09/21/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED