

## Interview Note Sheet

### Applicant Information

Name: <u>Courtney Day</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>9/21/17</u>	Rate of Pay:
Position(s) Applied for: <u>Server / prep / Grill</u>	Referred by:

### Experience

Server	/35	%	Bartender	/35	%
Prep Cook	/14	100%	Barista	/15	%
Grill Cook	/15	100%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seasonal
Full-Time
Part-Time

### Relevant Experience & Summary of Strengths

~~Computer Proficient~~

Total of \_\_\_\_\_ in Food Service/Hospitality

Currently a student L'ecole.

- Seeking grill, prep, Server.

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

### Transportation

Car

Public Transit

Carpool ( Rider / Driver )

### Previous 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:

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

First and Last Name: Courtney Day  
Email: Courtneyday2008@gmial.com  
Phone number: 81614335748

## Working Experience:

Company Name: Harrah's North KC  
Dates of Employment: March 2017 - May 2017  
Job Responsibility:

- Promote Drawings and games.
- Guide guests to promotions kiosk.
- Give out Free slot play and Gifts.
- unpack and organize gifts to be given out.

Company Name: Hospitality Services Group  
Dates of Employment: November 2016 - Feb. 2017  
Job Responsibility:

- Prepare various food items for guests.
- follow Safety and Sanitation procedures.
- cook on grill and deep fryer.
- Store unused food properly.

Company Name: New Young Scholars ELC  
Dates of Employment: March 9, 2016 - Feb. 2017 Mar. 2015 - Feb 2016  
Job Responsibility:

- organize age appropriate activities and games.
- prep and prepare daily meals.
- properly clean and sanitize various areas.
- Document attendance and safety concerns.

## Skills

- L'Ecole Culinaire Student, Culinary fundamentals exp. grad. Dec 2017
- ServSafe certificate
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## 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 Courtney V. Day Date: 9/21/17  
 Home Telephone (816) 433-5748 Other Telephone ( )  
 Present Address 4902 Bellefontaine Ave., Kansas City, Missouri 64130  
 Permanent Address, if different from present address:  
 Email Address courtneyvday2008@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Prep cook and grill cook Salary desired: 11.00 /hr.  
 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 \_\_\_\_\_ 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	OPEN						
PM.	OPEN				OPEN OPEN		OPEN OPEN

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

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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.)

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Yaseo High School L'Ecole Culinaire	Kansas City, MO Kansas City, MO	High School Diploma Exp. Dec 2017	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: ServSafe Certificate, Microsoft Word, Culinary Fundamentals			

## 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 Harrah's North Kansas City

Type of Business Casino

Your Position and Duties Promotions Assistant Telephone No. (816) 472-7777 Supervisor's Name Megan

direct customers to promotions kiosk, give out Free Slot Play and Gifts

Dates of Employment: From Mar 2017 To May 2017 Weekly Pay: Starting 11.25/hr. Ending 11.25/hr.

Reason for Leaving: Obtain education

Name and Address of Employer Hospitality Services Group

Type of Business Temp Agency

Your Position and Duties Cook, prepare various food items, Store food properly, Telephone No. (816) 888-3441 Supervisor's Name Chris Rowe

Follow Safety and Sanitation procedures.

Dates of Employment: From Nov 2016 To Feb 2017

Reason for Leaving: Better Pay Weekly Pay: Starting 10.00/hr. Ending 10.00/hr.

Name and Address of Employer New Young Scholars Early Learning Center

Type of Business Daycare

Telephone No. (816) 333-3456 Supervisor's Name Marguitta Tellifero

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Your Position and Duties Childcare Attendant. Supervise children, organize age appropriate activities and games, Sanitize various areas, prepare meals

Dates of Employment: From Mar 2015 To Feb 2016

Weekly Pay: Starting 5.00/hr Ending 6.00/hr.

Reason for Leaving: Retire + Obtain Education

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?

Yes  No

If so, describe: \_\_\_\_\_

## JOB RELATED REFERENCES

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

Name: Marquita Telliferro

Telephone No. (816) 333-3456

Address \_\_\_\_\_

Occupation: Owner NYS

Relationship: Prev. Supervisor Number of Years Acquainted: 7

Name: Dewayne Smith

Telephone No. (816) 405-8718

Address \_\_\_\_\_

Occupation: Painter

Relationship: Prev. Supervisor Number of Years Acquainted: 2

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.

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.

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

Date

Multiple Choice (1 point each)

d. 1) A gallon is equal to \_\_\_\_ ounces  
a. 56  
b. 145  
c. 32  
d. 128

       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

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

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

C. 8) Food should be left out no more than  
a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours

99%

## Prep Cooks Test

C. 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

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

Salt  
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

b. 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 ~~fire~~
- 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) mince: to cut into very small pieces when uniformity of size and shape is not important.

**Grill Cooks Test**

**Score 15/40**

Multiple Choice Test (1 point each)

b. 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

a. 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



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number:** 2017264145812WW

Report Prepared: 09/21/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: day

First Name: courtney

Date of Birth: 09/16/1989

Social Security Number: \*\*\*-\*\*2266

Hire Date: 09/20/2017

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 territory possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 09/06/2022

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/21/2017

Case Submitted By: SGON7369

## SENSITIVE BUT UNCLASSIFIED