

Interview Note Sheet

Applicant Information	
Name: <u>J. Renea Ellingbury</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>9/28/17</u>	Rate of Pay:
Position (s) Applied for: <u>Server</u>	Referred by:

Test Scores					
Server	<u>25</u> /35	%	Bartender	<u>/35</u>	%
Prep Cook	<u>12</u> /20	%	Barista	<u>/15</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>11</u> /15	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/16</u>	%

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p>Seeking work -</p> <ul style="list-style-type: none"> - Server - Food Runner - Cashier
P.O.S. Experience: Y / N details: _____

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

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

Certifications (if any)
TIPS Serv-Safe LEAD Other <u>SignaLism</u> Will Submit

Availability
<input checked="" type="radio"/> 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:

Acrobat

outsourcing

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

First and Last Name: J'neen Ellingburg
Email: J'neen Ellingburg@yahoo.com
Phone number: 816 642-1730

Working Experience:

Company Name: Pizza Hut
Dates of Employment: 02/15 09/15

Job Responsibility:

- COOK
- Cashier
- clean
-

Company Name: The Bay
Dates of Employment: 05/14 09/14

Job Responsibility:

- Watch my waiter
- Save any disinterested patrons.
- Clean up area before and after
-

Company Name: Monia
Dates of Employment: 11/16 05/17

Job Responsibility:

- load / unload receiving
- Shipping and receiving
-
-

Skills

- communication
- multitasking
- organization
- Dependability

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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 J'Penea S Ellingburg Date: 09/28/17
 Home Telephone () _____ Other Telephone (86) 642-1730
 Present Address 8405 East 11th St
 Permanent Address, if different from present address: _____
 Email Address J'penea Ellingburg@yahoo.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: 10.00

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: 1.00 To: 3.00
 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>7:00</u>	<u>9:00</u>	<u>7:00</u>	<u>7:00</u>	<u>7:00</u>	<u>7:00</u>	<u>7:00</u>
PM	<u>3:00</u>	<u>3:00</u>	<u>3:00</u>	<u>3:00</u>	<u>3:00</u>	<u>3:00</u>	<u>3:00</u>

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 _____

Your Position and Duties Inspector

Dates of Employment: From 09/15 To 08/16 Weekly Pay: Starting 10.60 Ending 12.00

Reason for Leaving: _____

Name and Address of Employer Burger King

Type of Business _____ Telephone No. (____) _____ Supervisor's Name Marc

Your Position and Duties _____

Dates of Employment: From 08/16 To 11/14 Weekly Pay: Starting 8.50 Ending 8.50

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: _____

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: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Multiple Choice (1 point each)

- D 1) A gallon is equal to _____ ounces
- 56
 - 145
 - 32
 - 128
- C 2) Mesclun are what type of vegetable?
- Roots
 - Beans
 - Salad Greens
 - Spices
- B 3) What does the term braise mean?
- Sear quickly on both sides
 - Slowly cook in covered pan with little liquid
 - Cook on high heat and quickly
 - Slowly cook in simmering water
- B 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- 155 degrees F
 - 165 degrees F
 - 175 degrees F
 - 185 degrees F
- A 5) How do you blanch vegetables?
- Immerse for a short time in boiling water
 - Cook lightly in butter over med heat
 - Soak in cold water overnight
 - Rub with salt before cooking
- C 6) Which of the following ingredients would you pack before measuring?
- Olive Oil
 - Salt
 - Brown Sugar
 - White Sugar
- A 7) What is Al Dente?
- Firm but not hard
 - Soft to the touch
 - Very hard
 - Very soft
- A 8) Food should be left out no more than
- 2 hours
 - 3 hours
 - 4 hours
 - 5 hours

Prep Cooks Test

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

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

B

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

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

E

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

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
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

B

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

Cashier Test *J. Renea Ellingburg* **Score 11 / 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
- A 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- B 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 _____?
- 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

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
- D 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? State I.D or Driver.

15) How many \$20 bills are in a bank band? 100

Servers Test

Multiple Choice

- A 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- D 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- A 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- A 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

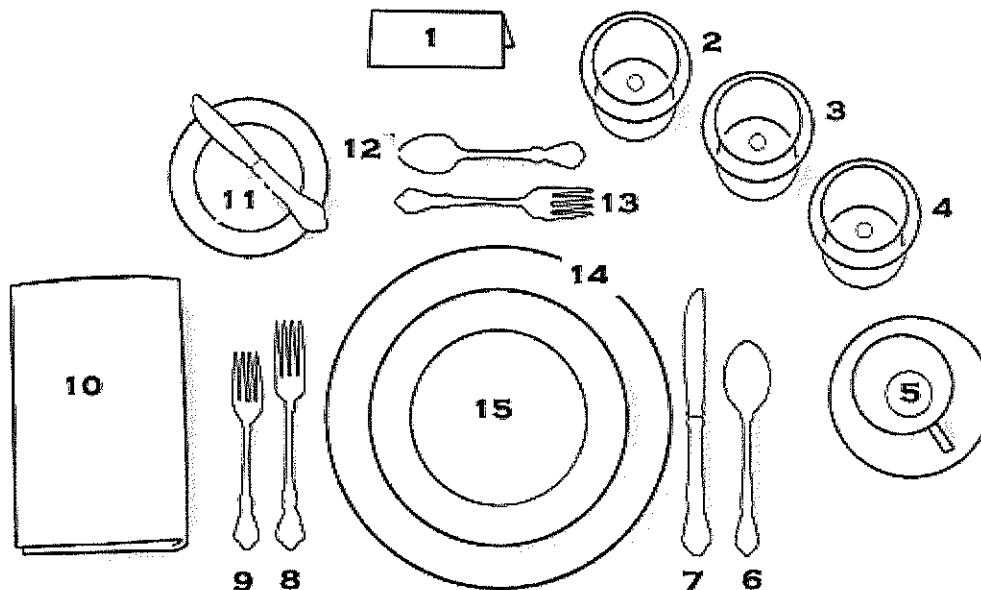
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>3</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>4</u>	Wine Glass (White)
<u>2</u>	Water Glass		


Fill in the Blank

- The utensils are placed _____ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? _____.
- Synchronized service is when: _____.
- What is generally indicated on the name placard other than the name? _____.
- The Protein on a plate is typically served at what hour on the clock? _____.
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
_____.

**Kansas City, MO
Health Department**

Food Handler

J' Renea S Ellingburg



Issue Date	Expiration Date
03/03/2015	03/03/2018



Public Health



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017271143122GY

Report Prepared: 09/28/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Ellingburg

First Name: JRenea

Date of Birth: 09/17/1997

Social Security Number: *** ** 2303

Hire Date: 09/28/2017

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: 09/28/2017

Case Submitted By: SGONT369

Closed On: 09/28/2017

Closed By: SGONT369

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

SENSITIVE BUT UNCLASSIFIED