

# Interview Note Sheet

## Applicant Information

Name: <u>Jasmine Moore</u>	Interviewer: <u>Shelby</u>
Date: <u>10-18-17</u>	Rate of Pay: <u>9.25 + 11</u>
Position(s) Applied for: <u>Server, Dish, Prep Cook</u>	Referred by: <u>Second Chance</u>

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	9 /20	45	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	7 /10	70	Housekeeping	/16	%

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

## Relevant Experience & Summary of Strengths

- has food handlers card
- worked at Bar Louie
- wasn't happy with hours (not enough)
- works at center block currently
- cashier (4-8pm)
- open to housekeeping and wants Acro. Academy
- Total of \_\_\_\_\_ in Food Service/Hospitality

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

## 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

## 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:

# Jasmine Moore

110 Lawndale Avenue • Kansas City • MO • 64123

• {Cell}: 913-603-2914 •

{Email} jasminemoore488@yahoo.com

## **Skills**

Missouri Liquor Permit  
Food Handler Card  
High Volume Experience  
Front of House  
Back of House  
Customer Service Skills  
Host Experience  
Busser Experience

Dishwasher Experience  
Ability to Follow Recipes  
Cash Handling Skills  
Cash Register Operation  
Inventory  
Quality Control  
Sanitation Experience  
Chemical Cleaners

Computer Literate  
Answering Phones  
Good Communication Skills  
Positive Attitude  
Team Player  
Punctual  
Responds Well to Criticism  
Able to Work Overtime

## **Restaurant Experience**

### **Bar Louie**

Server

April 2017 – August 2017  
Kansas City, MO

### **Smokin' Guns Barbeque**

Host / Busser

January 2016 – May 2016  
North Kansas City, MO

### **54<sup>th</sup> Street Grill**

Busser

January 2015 – March 2015  
Kansas City, MO

### **Harrah's Casino (Labor Pros)**

Temporary Dishwasher

November 2009 – December 2009  
Kansas City, MO

### **Buca di Beppo**

Host / Busser

January 2008 – May 2008  
Kansas City, MO

### **75<sup>th</sup> Street Brewery**

Host / Busser

September 2007 – December 2007

## **Other Professional Experience**

### **Benton House of Tiffany Springs**

Level I Med Aid (LIMA)

2016  
Tiffany Springs, MO

### **Heritage Village**

Level I Med Aid (LIMA)

March 2015 – December 2015  
Kansas City, MO

### **Ameristar Casino**

Environmental Services Technician

December 2009 – May 2010  
Kansas City, MO

## **Education**

### **Health Department**

Food Handler / Serv Safe Certification

2016  
Kansas City, MO

### **Health Department**

Missouri Liquor Permit

2016  
Kansas City, MO

### **Job Corps**

Pharmacy Technician Certification, Level I Med Aid Certification, CNA

2010  
Kansas City, MO

### **Northeast High School**

High School Diploma

2008  
Kansas City, MO

## 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 Jasmine Moore Date: 10/18/17  
Home Telephone (913) 1103 2914 Other Telephone ( ) \_\_\_\_\_  
Present Address 709 Brighton Ave  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address jasminemoore488@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Open Salary desired: \$8.00  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
NO  
Are you applying for: Full-time work? Yes X 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 2nd Chance Brighton Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐  
Other Web Posting ☐ Other Source ☐  
Could you work overtime, if necessary? Yes X 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	9am	9am	9am	9am	9am	9am	9am
PM	9pm	3pm	2pm	4pm	10pm	10pm	9pm

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
NO

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes X No \_\_\_\_\_ If yes, when? \_\_\_\_\_  
Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_\_\_ No X If yes, please state name and relationship \_\_\_\_\_  
If hired, would you have a reliable means of transportation to and from work? Yes \_\_\_\_\_ No X  
If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X No \_\_\_\_\_

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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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Northeast High	KCMO	HSB	Yes
Jon Corps	KCMO	CNA	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: <del>Food handler</del> Food handler, caret, great communication, able to be cross-trained			

## 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 Cindy Black Brewery 110 E 18th Ave NE 64116

Type of Business Brewery Telephone No. (816) 298-6555 Supervisor's Name Loren

Your Position and Duties window clerk, Greet customers, cashier, wash all dishware, help prep all food.

Dates of Employment: From 9/19/17 To Current Weekly Pay: Starting \$8.00 Ending \$8.00

Reason for Leaving: Still currently working

Name and Address of Employer Bar Louie

Type of Business Bar Telephone No. (816) 841-9100 Supervisor's Name Nicole

Your Position and Duties Server, Host, busperson, Dishwasher, Greet guest, walk them to table of choice, handle cash, clear and reset tables

Dates of Employment: From 4/27/17 To 8/28/17 Weekly Pay: Starting 7.25 Ending 3.25 + tips

Reason for Leaving: Need something else I felt like I wasn't growing

Name and Address of Employer Smokin Guns BBQ

Type of Business restaurant Telephone No. (816) 221-2535 Supervisor's Name Janie

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Your Hospitality Staffing Professionals

Your Position and Duties Host/busser = Greet guest, walk them to assign table, clear and reset table, weekly inventory

Dates of Employment: From 01/4/16 To 05/14/16 Weekly Pay: Starting \$8<sup>00</sup> + tips Ending \$8<sup>00</sup> + tips

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: Yes 2015 wrongful terminations Heritage Village

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_\_\_ No X  
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: Cindy Nguyen Telephone No. (816) 494-694-4562

Address \_\_\_\_\_

Occupation: Server/Student Relationship: ex Coworker Number of Years Acquainted: 1 1/2

Name: Mickey Lundgren Telephone No. (816) 808-0273

Address \_\_\_\_\_


Occupation: Server Relationship: ex coworker Number of Years Acquainted: 1 1/2

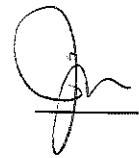
Name: Taylor Zakarias Telephone No. (816) 952-6270

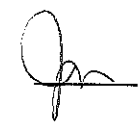
Address \_\_\_\_\_

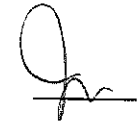
Occupation: Server/Student Relationship: ex coworker Number of Years Acquainted: 2 1/2

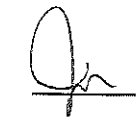
**Please Read Carefully, Initial Each Paragraph and Sign Below**

 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.

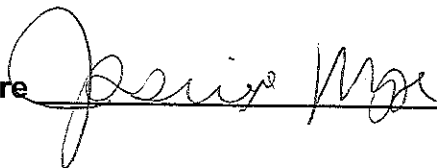
 I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice 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.

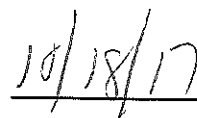
 Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that 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**



**Dishwasher Test**

Score 7 / 10

70

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
  - b) Sanitized wiping cloth
  - c) Single use paper towel
  - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
  - b) Oven Mitt
  - c) Rubber glove
  - d) Nothing
- D 3) When should you wash your hands?
- a) Before you start work
  - b) After handling non-food items (garbage, money, cleaning chemicals)
  - c) After using the restroom
  - d) All of the above
- A 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
  - b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
  - b) Hot liquids (coffee, soup, tea)
  - c) Hot equipment (ovens, pots, chaffing dishes)
  - d) Harsh chemicals
  - e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
  - b) False
- C 7) What should you 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 immediately
  - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
  - b) No need to wear anything
  - c) Use an oven mitt or dry cloth towel
  - d) Nothing
- D 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
  - b) Scraping
  - c) Washing
  - d) Sanitizing
- B 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
  - b) Spray with a sanitizing solution, then rinse with clean water and dry
  - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
  - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

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

45



## Prep Cooks Test

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- 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
- C 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)

- DK 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.

Kansas City, MO  
Health Department

**Food Handler**

*Jasmine Moore*



Issue Date    Expiration Date  
01/10/2017    01/10/2020



Public Health



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017291143817LX**

Report Prepared: 10/18/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Moore

First Name: Jasmine

Date of Birth: 02/28/1990

Social Security Number: \*\*\* \*\* 8973

Hire Date: 10/18/2017

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: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 02/28/2020

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/18/2017

Case Submitted By: SSHA2488

Closed On: 10/18/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED