

Interview Note Sheet

Applicant Information

Name: JASMINE MOORE	Interviewer: Shelby
Date: 10-16-17	Rate of Pay: 9.25 + 11
Position(s) Applied for: SERVER, dish, prep cook	Referred by: Second Chance

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="checkbox"/>	Full-Time
<input type="checkbox"/>	Part-Time

Relevant Experience & Criminal / Job Strengths

- has food handlers card

- Worked at Bob Louis

- 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

<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only
_____	_____	_____	Weekends only

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo
Chef Coat	Chef Pants	Knives	Black Pants

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
Busher 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

54th Street Grill

Busher

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

75th Street Brewery

Host / Busser

September 2007 – December 2007

Other Professional Experience

Benton House of Tiffany Springs

Level I Med Aid (L1MA)

2016

Tiffany Springs, MO

Heritage Village

Level I Med Aid (L1MA)

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: 10/18/11
 Home Telephone (913) 403 2914 Other Telephone ()
 Present Address 709 Brighton Ave
 Permanent Address, if different from present address: _____
 Email Address jasmienmoore488@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 Britany 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	<u>9 AM</u>	<u>9 AM</u>	<u>9 AM</u>				
PM	<u>9 PM</u>	<u>3 PM</u>	<u>2 PM</u>	<u>4 PM</u>	<u>10 PM</u>	<u>10 PM</u>	<u>9 PM</u>

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 ✓ 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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Northeast High	KCMO	HSD	Yes
John Europs	KCMO	HS/CPNA	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: <i>Food handling, great communication, able to be cross-trained</i>			

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 NTC 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 Benton House of Friends Benton House Benton House

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

Your Position and Duties Server, Host, Busperson, Distributer
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 8.25 + 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 01/4/10 To 05/16/10 Weekly Pay: Starting \$8 + tips Ending \$8.00 + 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 in wrong full 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) 494-6944-4562

Address _____

Occupation: Server/Student Relationship: ex coworker Number of Years Acquainted: 1/3

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

Address _____

Occupation: Server Relationship: ex coworker Number of Years Acquainted: 1yr

Name: Taylor Takaros Telephone No. (816) 952-4270

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

[Initials]
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.

[Initials]
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.

[Initials]
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.

[Initials]
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.

[Initials]
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

[Signature]

Date

10/18/17

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, chafing 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

Prep Cooks Test

Score 9 / 20

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 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

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

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

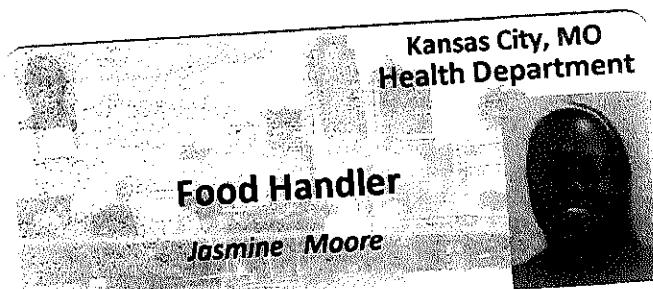
C ~~18)~~ To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

DIC ~~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.



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





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