

Interview Note Sheet

Applicant Information

Name: <u>Kalika Willingham</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>11/9/17</u>	Rate of Pay: <u>9-11</u>
Position (s) Applied for: <u>Server/cashier</u>	Referred by:

Job Scores

Job	Score	%	Job	Score	%
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Kalika Willingham worked at Papa Johns as a prep cook. Also worked at Wal-Mart. She has worked for retail. She is currently ~~over~~ searching for a second job.

P.O.S. Experience: Y / N details: _____

Transportation

<input checked="" type="checkbox"/> Car	Public Transit	Carpool (Rider / Driver)
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Regions Available to Work

<input checked="" type="checkbox"/> Kansas City, KS	Overland Park, KS	<input checked="" type="checkbox"/> Kansas City, MO	Independence, MO
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Certifications/Honors

TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

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

Uniform Desired

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<input checked="" type="checkbox"/> 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: Khalika Willingham
Email: Willingham.Kalika.94@gmail.com
Phone number: 816-442-4403

Working Experience:

Company Name: Papa Johns

Dates of Employment: 11-4-16

Job Responsibility:

- ~~Wash~~ my responsibility at Papa Johns was to
- make sure the food was ready for the customers
-
-

Company Name: Walmart

Dates of Employment: _____

Job Responsibility:

- My Responsibility ~~was~~ at Walmart
- was to make sure the ~~the~~ customers
- was happy and satisfied. ~~was~~
- ~~try~~ to be a great Cashier

Company Name: _____

Dates of Employment: _____

Job Responsibility:

-
-
-
-

Skills

-
-
-
-

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 Karikhallingham Date: NOV 9, 2017
 Home Telephone (816) 442-4443 Other Telephone ()
 Present Address 3519 E 68th Street
 Permanent Address, if different from present address:
 Email Address KillinghamK1.Ka 94@gmail.com

EMPLOYMENT DESIRED

Position applying for: Dishwasher / Food prep Salary desired: \$19.00
 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: _____ 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? Soon as possible

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	11:00	11:00	11:00	11:00	11:00	11:00	11:00
PM	6:00	6:00	6:00	6:00	6:00	6:00	6:00

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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Excelsior Springs	Kansas City mo	12 th yes	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: Diploma, Painting, Cashier			

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 X If so, may we contact your current employer? Yes No

Name and Address of Employer Walmart (40 Hwy)

Type of Business retail Telephone No. (714) 747-1111 Supervisor's Name Joanne

Your Position and Duties my position was a cashier

Dates of Employment: From Mar 3 To July 16 Weekly Pay: Starting 9.00 Ending 9.00

Reason for Leaving: Family problems

Name and Address of Employer Papa Johns (79 W. Main St)

Type of Business Food Telephone No. (714) 747-1111 Supervisor's Name Gino

Your Position and Duties Food Prep

Dates of Employment: From Nov 3 To Nov 23 Weekly Pay: Starting 7.00 Ending 7.00

Reason for Leaving: Wasn't paying enough

Name and Address of Employer

Type of Business Telephone No. Supervisor's Name

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Your Hospitality Staffing Professionals

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

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: _____

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: P Michael Green Telephone No. (516) 298-3221

Address N/A

Occupation: _____ Relationship: Mentor Number of Years Acquainted: 3 yr.

Name: Rozita Wallace Telephone No. (516) 800-1629

Address N/A

Occupation: _____ Relationship: Counselor Number of Years Acquainted: 1 yr.

Name: _____ Telephone No. (____)

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

K.w 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.

K.w 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.

K.w 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.

K.w 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.

K.w 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 Kalika Willym Date 11-9-17

Name Kaitlyn Wellington

Score / 35

Servers Test

Multiple Choice

b 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

b 2) Drinks are served on what side with what hand?
 a) On the left side with the left hand
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D 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

G 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 dinning 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

D Scullery
C Queen Mary
A Chaffing Dish
G French Passing
B Russian Service
F Corkscrew
C Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water
 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)
 C. Used to hold a large tray on the dining floor
 D. Area for dirty dishware and glasses
 E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
 F. Used to open bottles of wine
 G. Style of dining in which the courses come out one at a time

Interview Note Sheet

Applicant Information	
Name: <u>Kalika Willingham</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>11/9/17</u>	Rate of Pay: <u>9-11</u>
Position(s) Applied for: <u>Server/cashier</u>	Referred by:

Test Scores		Seeking				
Server	<u>26</u> /35	<u>74</u> %	Bartender	<u>/35</u>	%	Full-Time
Prep Cook	<u>15</u> /20	<u>75</u> %	Barista	<u>/15</u>	%	Part-Time
Grill Cook	<u>/40</u>	%	Cashier	<u>14</u> /15	<u>93</u> %	
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/16</u>	%	

Relevant Experience & Summary of Strengths	
<p><u>Kalika Willingham</u> worked at <u>Papa John's</u> as a prep cook. Also worked at <u>Wal-Mart</u>. She has worked for retail. She is currently <u>seen</u> searching for a second job.</p>	

P.O.S. Experience: Y / N details: _____

<input checked="" type="checkbox"/> Car	Public Transit	Carpool (Rider / Driver)
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<input checked="" type="checkbox"/> Kansas City, KS	Overland Park, KS	<input checked="" type="checkbox"/> 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
Details: _____				

Uniforms/Equipment						
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie	
Chef Coat	Chef Pants	Knives	<input checked="" type="checkbox"/> Black Pants	Non-Slip Shoes	Bow Tie	Other: _____
Would you recommend this applicant for Acrobat Academy?		<input checked="" type="checkbox"/> Convention Candidate?			Other Languages Spoken:	

Acrobat

outsourcing

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

First and Last Name: Kalika Willingham
Email: Willingham.Kalika.2494@gmail.com
Phone number: 816-442-4403

Working Experience:

Company Name: Papa Johns

Dates of Employment: 11-4-16

Job Responsibility:

- ~~Willingham~~ my responsibility at Papa Johns was to
- make sure the food was ready for the customers
-
-

Company Name: Walmart

Dates of Employment:

Job Responsibility:

- my Responsibility ~~was~~ at Walmart
- was to make sure the ~~was~~ customers
- was happy and satisfied.
- ~~be~~ to be a great Cashier

Company Name:

Dates of Employment:

Job Responsibility:

-
-
-
-

Skills

-
-
-
-

Employment Application

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PLEASE PRINT

Full Name Harika Willingham Date: Nov 9, 2017
 Home Telephone (816) 442-4443 Other Telephone (____)
 Present Address 2519 E 68th Street
 Permanent Address, if different from present address: _____
 Email Address Willingham.Kal.Ka.94@gmail.com

EMPLOYMENT DESIRED

Position applying for: Dishwasher / Food prep Salary desired: \$19.00
 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: _____ 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? Soon as possible

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.

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Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____

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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?
Excelsior Springs	Kansas City mo	<input checked="" type="checkbox"/> yrs	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="checkbox"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."		<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> 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."		<input checked="" type="checkbox"/> YES	NO
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Type of Business retail Telephone No. (____) 714 Supervisor's Name Joanne

Your Position and Duties my position was a cashier

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Type of Business Food Telephone No. (____) 1111 Supervisor's Name Gino

Your Position and Duties Food Prep

Dates of Employment: From Nov 3 To Nov 23 Weekly Pay: Starting 7.00 Ending 7.00

Reason for Leaving: 1 Wasn't paying enough

Name and Address of Employer _____

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

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Your Hospitality Staffing Professionals

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

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: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No _____
If so, describe: _____

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Address N/A

Occupation: _____ Relationship: Mentor Number of Years Acquainted: 3 yr.

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Address N/A

Occupation: _____ Relationship: Counselor Number of Years Acquainted: 1 yr.

Name: _____ Telephone No. (____)

Address _____

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K.w 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.

K.w 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.

K.w 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.

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I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature Kalika Willison Date 11-9-17

Name Khalice Wellington

Score 26/35

Servers Test

Multiple Choice

74%

b 1) Food is served on what side with what hand?
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Match the Correct Vocabulary

D Scullery
L Queen Mary
A Chaffing Dish
G French Passing
B Russian Service
F Corkscrew
C Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water
 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)
 C. Used to hold a large tray on the dining floor
 D. Area for dirty dishware and glasses
 E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
 F. Used to open bottles of wine
 G. Style of dining in which the courses come out one at a time

Prep Cooks Test

Score 15 / 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

C

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

G

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

75%

Prep Cooks Test

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

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.

Cashier Test

Score 14 / 15

93%

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

AC

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

8.6

6) What is the current sales tax rate in your city 8.6?

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

B 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 years of age

14) What are the acceptable forms of ID for alcohol purchases? License

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



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017314163543SC

Report Prepared: 11/10/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Willingham

First Name: Kalika

Date of Birth: 02/08/1999

Social Security Number: ***-** 6830

Hire Date: 10/09/2017

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: 02/08/2022

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 11/10/2017

Case Submitted By: SGON7359

SENSITIVE BUT UNCLASSIFIED