

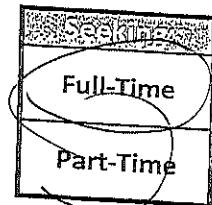
## Interview Note Sheet

### Applicant Information

Name: <u>Jose Marquez</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>11/28/17</u>	Rate of Pay: <u>\$9.25 - \$10</u>
Position(s) Applied for: <u>Prep / Grill cook</u>	Referred by:

### Test Scores

Server	/35	% Bartender	/35	%
Prep Cook	10/20	% Barista	/15	%
Grill Cook	10/30	% Cashier	/15	%
Dishwasher	/10	% Housekeeping	/16	%



### Relevant Experience & Summary of Strengths

Jose Marquez is currently unemployed right now, and is looking for some work. He ~~is~~ is looking for cook jobs. Jose worked at local jobs like bob's burger, keystone, automotive operations. 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

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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OUTSOURCING

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Jose Marquez  
Email: Jose.angelito.marquez@gmail.com  
Phone number: 913286-5583

Working Experience:

Company Name: Bob's Burgers  
Dates of Employment: 2/1/15 - 3/20/15  
Job Responsibility:

- Make Fries
- Keep Work Area Clean
- 
- 

Company Name: How Valley Greenhouses  
Dates of Employment: 4/6/17 - 7/4/17  
Job Responsibility:

- Water Plants
- Unpack & Sort pottery
- Consolidate plant displays

Company Name: Keystone Automotive Operations  
Dates of Employment: 8/3/17 - 9/4/17  
Job Responsibility:

- Warehouse Associate
- Pick parts
- QC Parts
- Assist 3rd party logistics

Skills

- Coordinated
- Fast learner
- team player
- Punctual

## 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 Jose Angel Marquez Date: 11/16/17  
 Home Telephone ( ) Other Telephone ( )  
 Present Address 1311 Nth 25th Street Kansas City, Kansas  
 Permanent Address, if different from present address:  
 Email Address Ampli1000@gmail.com Jose.Angelito.marquez@gmail.com

### EMPLOYMENT DESIRED

Position applying for: line cook, prep cook, grill cook, server Salary desired: 9-12.50

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 Felina Romero 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? 11/28/17

**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	5pm-11pm	5pm-11	5-11	5-11	5-11	open
PM	Open	6pm-11pm	5-11	5-11	5-11	5-11	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

Felina Romero

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?
Valley High School	Albuquerque, NM	10	No
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: Culinary I-II + Food Service I+II			

## 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 \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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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: Jennae Palm Telephone No. (505) 694-9411

Address 2121 Celeste Rd SW Albuquerque, NM 87105

Occupation: CCP Officer Relationship: Mentor Number of Years Acquainted: 10

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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** 11/27/17

**Grill Cooks Test**

Score 19 / 40

Multiple Choice Test (1 point each)

- 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
- 2) The recommended temperature for your refrigerator is...  
 a) 45°F  
 b) 50°F  
 c) 40°F  
 d) 20°F
- 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
- 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
- 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
- 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
- 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
- 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
- 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

## Prep Cooks Test

Score 10 / 20

Multiple Choice (1 point each)

- 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
- 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
- 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
- 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
- 6) Which of the following ingredients would you pack before measuring?  
a. Olive Oil  
b. Salt  
c. Brown Sugar  
d. White Sugar
- 7) What is Al Dente?  
a. Firm but not hard  
b. Soft to the touch  
c. Very hard  
d. Very soft
- 8) Food should be left out no more than  
a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours

## Prep Cooks Test

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

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) \_\_\_\_\_ & \_\_\_\_\_ 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.



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017332140342CU**

Report Prepared: 11/28/2017

**Company Information**

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Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

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Last Name: Marquez

First Name: Jose Angel

Date of Birth: 01/21/1998

Social Security Number: \*\*\* \* 8226

Hire Date: 11/28/2017

Citizenship Status: A citizen of the United States

**Document Information**

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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: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 01/21/2019

**Case Status Information**

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Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 11/28/2017

Case Submitted By: SGON7369

Closed On: 11/28/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED