

# Interview Note Sheet

## Applicant Information

Name: <u>JACK WELSH</u>	Interviewer: <u>Shelby</u>
Date: <u>12-15-17</u>	Rate of Pay: <u>9.25=11</u>
Position (s) Applied for: <u>SERVER, COOK</u>	Referred by: <u>WALK-IN</u>

## Test Scores

Server	<u>29</u> /35	<u>83</u> %	Bartender	<u>      </u> /35	<u>      </u> %
Prep Cook	<u>15</u> /20	<u>75</u> %	Barista	<u>      </u> /15	<u>      </u> %
Grill Cook	<u>37</u> /40	<u>93</u> %	Cashier	<u>      </u> /15	<u>      </u> %
Dishwasher	<u>      </u> /10	<u>      </u> %	Housekeeping	<u>      </u> /16	<u>      </u> %

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

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

- WORKS WELL TEAM
- 8 YEARS
- COOK, BAR SERVE
- CHEF FOR SOUTHERN
- SELF-EMPLOYED HANDY MAN

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

## Transportation

<input checked="" type="radio"/> Car	<input type="radio"/> Public Transit	<input type="radio"/> Carpool ( Rider / Driver )
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## 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	<input type="radio"/> Independence, MO
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## Certifications (if any)

<input type="checkbox"/> TIPS	<input type="checkbox"/> Serv-Safe	<input type="checkbox"/> LEAD	<input type="checkbox"/> Other _____	<input type="checkbox"/> Will Submit
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## Availability

<input checked="" type="radio"/> Open	<input type="radio"/> AM only	<input type="radio"/> PM only	<input type="radio"/> Weekdays only	<input type="radio"/> Weekends only
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Details: \_\_\_\_\_

## Uniforms Owned:

<input type="checkbox"/> Bistro	<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> 1/2 Tuxedo	<input type="checkbox"/> Black Vest	<input type="checkbox"/> Long Black Tie
<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Knives	<input type="checkbox"/> Black Pants	<input type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Bow Tie
Other: _____			Other: _____		

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

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

First and Last Name: Tach Webb  
Email: TachWebb  
Phone number: 816-399-7009

## Working Experience:

Company Name: All Team  
Dates of Employment: 5 yrs  
Job Responsibility:

- Bartender
- Server
- Cook

Company Name: Johns upper deck  
Dates of Employment: 1 year  
Job Responsibility:

- Cook
- Kitchen manager
- dish closing prep etc.

Company Name: Tangers  
Dates of Employment: 1 yr  
Job Responsibility:

- Kitchen
- Cook
- Prep
- close

## Skills

- chef
- bartender
- server

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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 Tuck Welsh Date: 12-15-17  
Home Telephone (816) 349-7009 Other Telephone ( ) \_\_\_\_\_  
Present Address 2440 Rochester KCMO 64120  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: cook server bartender Salary desired: \_\_\_\_\_  
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 walked in 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							
PM							

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 ☐

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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?
consu	Warrensburg	3 yrs	no?
Do you have any special licenses, certificates or special training? If so please list under "Special."		pilot 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:			

## 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 Angelos Nursery  
Type of Business plants Telephone No. (816) 444 7661 Supervisor's Name Angelos  
Your Position and Duties sales labor

Dates of Employment: From part time 3 yrs To  Weekly Pay: Starting  Ending

Reason for Leaving: still with ss worn

Name and Address of Employer John's Upstate  
Type of Business  Telephone No. ( ) Supervisor's Name   
Your Position and Duties cook

Dates of Employment: From 1 yr To  Weekly Pay: Starting  Ending

Reason for Leaving: new job

Name and Address of Employer Tanner's  
Type of Business  Telephone No. ( ) Supervisor's Name Paul

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Your Position and Duties Cook

Dates of Employment: From 1/4/12 To 1/4/12 Weekly Pay: Starting \$12 per hr. Ending

Reason for Leaving: new job

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:  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:

**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.

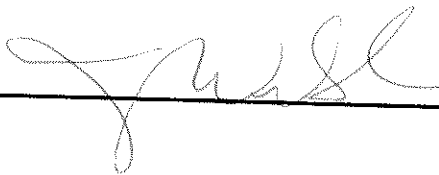
   I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice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

12-15-17

Name Tack W. Sh

## Servers Test

Score 29 / 35

### 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
- 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
- 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
- a 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

- |                          |   |
|--------------------------|---|
| <u>E</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>D</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>G</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>B</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  |

**Prep Cooks Test**

Score 15/20

Multiple Choice (1 point each)

75

- d 1) A gallon is equal to \_\_\_\_\_ ounces
- a. 56
  - b. 145
  - c. 32
  - d. 128
- a 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
- 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
- d 8) Food should be left out no more than
- a. 2 hours
  - b. 3 hours
  - c. 4 hours
  - d. 5 hours



## 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

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

**Grill Cooks Test**

**Score 37/40**

**Multiple Choice Test** (1 point each)

- 9/1 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
- a/ 2) The recommended temperature for your refrigerator is...  
a) 45°F  
b) 50°F  
c) 40°F  
d) 20°F
- d/ 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
- c/ 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
- c/ 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
- c/ 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
- d/ 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
- d/ 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
- c/ 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

80

**Grill Cooks Test**

b 19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C 20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

C 21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

C 22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

fat + flour for sauces

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

cook butter slowly for sauces + sautéing

25) What are the 5 mother sauces? (5 points)

1. béchamel
- 2.
- 3.
- 4.
- 5.

26) What does it mean to season a grill and why is this process important? (3 points)

so grill is clean + not as sticky

27) What are the ingredients in Hollandaise sauce? (5 points)

clarified butter lemon juice white wine  
white pepper salt hot sc.  
egg yolks



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017349124409VS**

Report Prepared: 12/15/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Welsch

First Name: Jack

Date of Birth: 07/28/1967

Social Security Number: \*\*\* \*\* 4902

Hire Date: 12/15/2017

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: 07/28/2022

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/15/2017

Case Submitted By: SSHA2488

Closed On: 12/15/2017

Closed By: SSHA2488

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

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