

# Interview Note Sheet

## Applicant Information

Name: WILLIAM SMITH

Date: 12-18-17

Position (s) Applied for: COOK, dish

Interviewer: Shelby

Rate of Pay: 11.25/hr

Referred by: WALK-IN

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	15/20	75%	Barista	/15	%
Grill Cook	24/40	60%	Cashier	/15	%
Dishwasher	9/10	90%	Housekeeping	/16	%

## Seeking:

☒ Full-Time

☐ Part-Time

## Relevant Experience & Summary of Strengths

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

- SMX (dog food plant)
- left because he was terminated due to wrong jacket
- worked as chef, 8+ years
- Culinary school
- has chef coat / knife (all uniforms)

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: \_\_\_\_\_

Could you recommend this applicant for Acrobat Academy?

☐ Convention Candidate?

☐ Other Languages Spoken:

Wallace W. Smith  
404 Van Brunt Blvd  
Kansas City, MO 64124  
C 913 945-0183  
816 204-1304

Dear HR contact:

Hope you will find the enclosed cover letter and resume of interest to you.

I believe you are in need of a highly motivated and experienced food-culinary professional. My extensive work experience would be a great asset to your establishment.

I have been trained to respond quickly and decisively, creatively, and communicate effectively. Highly adaptable to change, work well with other cultural diverse people, and thrive in fast high-pressure "organized chaos".

On a daily basis promote a positive relationship with staff and customers to enhance an environment of trust, respect, confidence, team work and cooperation to achieve the highest expectations. I promote organizational-wide cooperation in participative approaches to resolving problems. I excel in sustaining concentration while avoiding confrontations and demonstrate strong interpersonal skills.

I understand and appreciate high standards of quality in implementation of best practices and quick solutions in food service.

I will gladly meet you to discuss in-depth my expertise.

Sincerely,

Wallace W. Smith  
wws  
Enclosure

Wallace W. Smith  
404 Van Brunt Blvd  
Kansas City, Mo 64124

~~913-945-0183~~ 816-616-4840  
816 204-1304

A savvy and witty results-orientated food-service professional willing to serve customers beyond their highest expectations.

#### MAJOR ACCOMPLISHMENTS

Accomplished food-service professional with progressive experience in Culinary

Prep, Line Cook, Banquet, Buffet and Concessions, food decor

#### EDUCATION

Project Renewal (1999)  
333 Bowery, New York, NY

New York Restaurant School (1997)  
New York, NY

High School Equivalency Diploma  
GED 1994

#### PROFESSIONAL EXPERIENCE

Missouri Western State University – St. Joe, MO 02/15 to 10/16  
Main Kitchen Cook

Lidia's Restaurant – Kansas City, MO 03/12 to 01/15  
Broiler Cook

Mandalay Bay Casino/Hotel – Las Vegas, NV 10-07 to 02-12  
Broiler Cook

Desert Springs Hospital (Sodexo) - Las Vegas, NV 11-05 to 09-07  
Grill and Line Cook

CNN News Corp. (Sodexo) – Atlanta, GA 08-04 to 10-05  
Line Cook

Flik International Corporation - New York, NY 10-99 to 2004  
Line Cook

#### VOLUNTEER SERVICES

Emmanuel Cleaver Family  
and Child Development Center – Kansas City, MO Continuing  
Convalescent Homes in surrounding Kansas City

Personal and professional references available upon request

## 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 WALLACE W SMITH Date: 12/18/17  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (816)-699-2286  
Present Address 3521 BALTIMORE AVE BCS MO 64111 APT 401  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: COOK Salary desired: OPEN  
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 WALKIN 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? ASAP

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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?
NEW YORK RESTAURANT	NEW YORK	CERTIFICATES	YES
PROJECT RENEWAL	NEW YORK	CERTIFICATES	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:			

## 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 SMIX NOTRO 1315 N CHATEAU

Type of Business WAREHOUSE Telephone No. (816) 268-6060 Supervisor's Name MR JEFF

Your Position and Duties LINE LED AND PACKAGING

Dates of Employment: From 11/12 To 12/17 Weekly Pay: Starting 10.25 PH Ending 10.75 PH

Reason for Leaving: EXPLAIN IN INTERVIEW

Name and Address of Employer M W S UNIVERSITY 4525 DOWNS DR ST JOSEPH

Type of Business SCHOOL Telephone No. (816) 674-2885 Supervisor's Name CHER DAVID

Your Position and Duties MAIN KITCHEN COOK

Dates of Employment: From 2/15 To 10/16 Weekly Pay: Starting 13.25 PH Ending 15.25 PH

Reason for Leaving: MEDICAL

Name and Address of Employer LIBIAN RESTAURANT

Type of Business RESTAURANT Telephone No. (816) 221 0805 Supervisor's Name CHER DAN

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Your Position and Duties BROILER COOK

Dates of Employment: From 3/12 To 1/15 Weekly Pay: Starting 12.00/hr Ending 13.00/hr

Reason for Leaving: HOURS WAS CUT

Name and Address of Employer HOUSE OF BLOES 3950 LAS VEGAS BLVD

Type of Business CASINO Telephone No. (702) 632-7606 Supervisor's Name CHEF RICHARD

Your Position and Duties TSI COOK

Dates of Employment: From 10/10 To 2/12 Weekly Pay: Starting 16.00/hr Ending 18.00/hr

Reason for Leaving: MOVED TO KCMO

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: BLINDA FULBRIGHT Telephone No. (913) 945-0183

Address 6301 MCGEE ST KCMO

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

Name: MR CHRISTIAN Telephone No. (816) 290-8090

Address 4903 E 49TH ST KCMO

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

Name: CHEF DAVID TAYLOR Telephone No. (816) 674-2885

Address \_\_\_\_\_

Occupation: CHEF 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**

Wallace W. Smith

**Date**

12/18/17

**Grill Cooks Test**

Score 34 / 40

Multiple Choice Test (1 point each)

85

- B 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
- C 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) 59°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



**Grill Cooks Test**

- A 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
- A 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)

Thickening Agent for Soup + Sauces

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

Melted Down  
APT Milk Fats  
Remove & to use  
for Roux

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

1. Béchamel
2. Velouté
3. Hollandaise
4. Tomato
5. Espagnole

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

To prevent sticking

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

7 Egg Yolk Hold 6 ounces of Butter

**Dishwasher Test**

Score 9 / 10

- 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
- B 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
- A 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
- D 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 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
- 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
- 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
- A 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**

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- C 9) Which is the improper way to thaw frozen food?
- a. In the fridge
  - b. In a sink with cold water
  - c. On the counter
  - d. In the microwave
- C 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - d. Water
- B 11) What is the temperature range of the danger zone?
- a. 25-135
  - b. 40-140
  - c. 50-160
  - d. 30-130
- D 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
  - b. Mince, chop, dice
  - c. Chop, dice, Mince
  - d. Mince, dice, chop
- B 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
  - b. Turned towards you for better control
  - c. Turned towards the right or left at all times
  - d. Over the countertop at all times
- C 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - c. Liquid
  - d. Oil
- B 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
  - b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- B 16) Which of the following means to cook in a small amount of fat?
- a. Season
  - b. Sauté
  - c. Broil
  - d. Boil
  - e. Fry

**Prep Cooks Test**

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



Certificate No.

1099040

DUPLICATE

# ServSafe Certification

TO  
**WALLACE SMITH**

for successfully completing the requirements set by the National Restaurant Association Educational Foundation for the ServSafe® Food Protection Manager Certification Examination, which is recognized by the International Food Safety Council.

*Presented by the National Restaurant Association Educational Foundation*

**11/5/97**

**DATE OF EXAMINATION**

This ServSafe certification is valid for 5 years.  
Check with your local health department for their specific requirements.

*Alfred King*  
PRESIDENT AND CHIEF OPERATING OFFICER

National Restaurant Association  
EDUCATIONAL FOUNDATION

[www.edfound.org](http://www.edfound.org)



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017352104109LK**

Report Prepared: 12/18/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Smith

First Name: Wallace

Date of Birth: 01/31/1965

Social Security Number: \*\*\* \*\* 9179

Hire Date: 12/18/2017

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: ID card

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 01/31/2019

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/18/2017

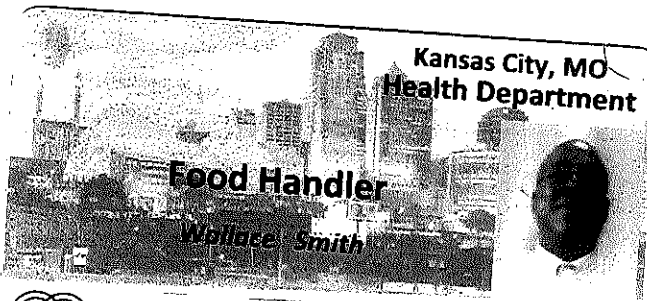
Case Submitted By: SSHA2488

Closed On: 12/18/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED



Issue Date    Expiration Date  
06/13/2017    05/05/2018



Public Health