

Interview Note Sheet General

Name: <u>Terrell Lee Maples</u>		Interviewer: <u>Annel</u>
Date: <u>March 11, 2020</u>		Rate of Pay:
Position (s) Applied for:		Referred by:
<u>COOK & Server</u>		

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

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

Total of _____ Experience in Food Service/Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
• Q39, rush but handled it as best as he could Always focused	let manager know	good customer service. customer is always right.	*School* 9am-12pm

P.O.S. Experience: ☒ Y / ☐ N details: 4 yrs.

<u>car.</u>	
<u>food handler's</u>	
<input type="checkbox"/> Bistro White <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"/> Other:	<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

<u>anywhere really</u>	
<u>Monday - Friday</u>	
<input type="checkbox"/> Acrobat Academy <input type="checkbox"/> Lead Academy	<input checked="" type="checkbox"/> Other: <u>X</u>

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	<u>Terrell L. Maples</u> Date: <u>03/09/20</u>
Home Telephone	<u>(816) 874-7152</u> Other Telephone <u>()</u>
Present Address	<u>4415 Cleveland Ave KC Mo 64138</u>
Permanent Address, if different from present address:	
Email Address	<u>terrellm187@gmail.com</u>

EMPLOYMENT DESIRED	
Position applying for:	<u>Hospitality</u> Salary desired: <u>12/13</u>
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?

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		12	12	12	12	12	

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? 2017/2018

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 ☐

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.)

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
<u>Dell Saulte HS</u>	<u>Kansas City</u>		
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		YES	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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 Subway 8415 Wornall Rd, kcmo 64114

Type of Business Sandwich shop Telephone No. (816) 444-2424 Supervisor's Name Will

Your Position and Duties I made sandwiches and Wash Dishes

Dates of Employment: From Nov 2019 To March 2020

Reason for Leaving: Not enough pay

Name and Address of Employer Q39-Midtown

Type of Business BBO Telephone No. (816) 255-3753 Supervisor's Name

Your Position and Duties Frontline Cook

Dates of Employment: From Aug 2019 To Oct 2019

Reason for Leaving: I was getting ~~and~~ treated wrong by workers and my boss

Name and Address of Employer Wings Cafe 3927 Blvd kcmo 64111

Type of Business Chicken wings restaurant Telephone No. (816) 931-9464 Supervisor's Name Lee

Your Position and Duties Prep Cook

Dates of Employment: From July 2016 To Oct 2016

Reason for Leaving: Not enough pay

Name and Address of Employer Bizz and weezy confections

Type of Business Cafe Telephone No. (866) 962-7953 Supervisor's Name Jonathan

Your Position and Duties Barista

Dates of Employment: From June 2017 To Aug 2017

Reason for Leaving: ~~I didn't~~ I didn't come for it anymore

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: Mushelle White Telephone No. (816) 912-8369

Address 412 Northwest Fox Hollow Lane Blue Springs MO

Occupation: _____ Relationship: Friend Number of Years Acquainted: 7

Name: Thomas pagetta Telephone No. (650) 278 20 56

Address _____

Occupation: _____ Relationship: Friend Number of Years Acquainted: 1

Name: iy'lisha Bryant Telephone No. (913) 283 2011

Address 1500 N 78th pl kcks 66112

Occupation: _____ Relationship: Friend Number of Years Acquainted: 3

Please Read Carefully, Initial Each Paragraph and Sign Below

LM

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.

LM

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.

LM

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.

LM

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.

LM

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

Joseph L. Maples

Date

03/09/20

Name _____

Servers Test

Score / 35

Multiple Choice

- _____ 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
- _____ 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
- _____ 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
- _____ 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
- _____ 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
- _____ 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 dining 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

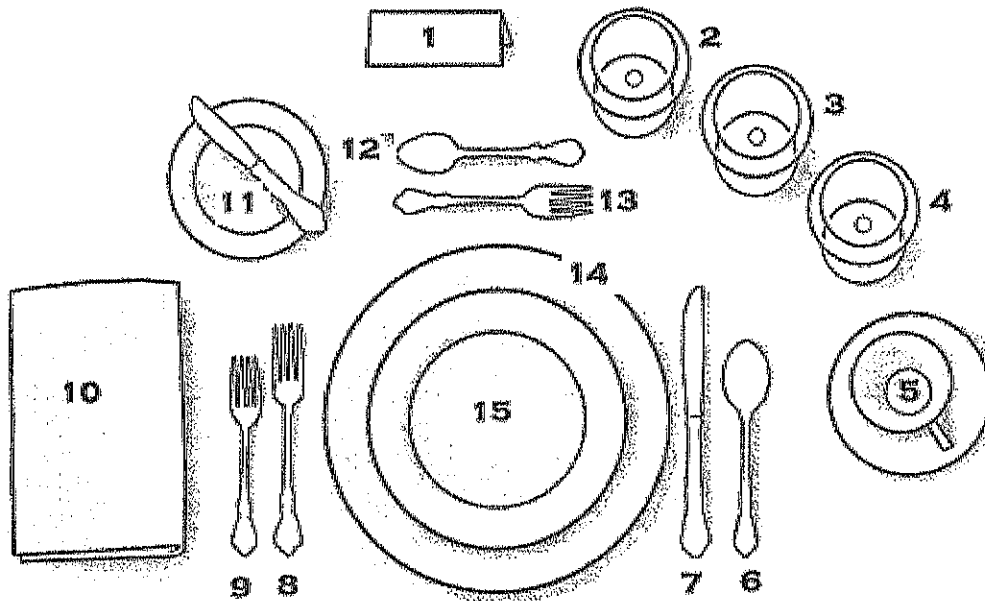
Match the Correct Vocabulary

- | | |
|--------------------------|--|
| <u>E</u> Scullery | <input checked="" type="checkbox"/> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>D</u> Queen Mary | <input checked="" type="checkbox"/> 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 | <input checked="" type="checkbox"/> Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | <input checked="" type="checkbox"/> Area for dirty dishware and glasses |
| <u>G</u> Russian Service | <input checked="" type="checkbox"/> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <input checked="" type="checkbox"/> Used to open bottles of wine |
| <u>C</u> Tray Jack | <input checked="" type="checkbox"/> Style of dining in which the courses come out one at a time |

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>3</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>4</u>	Wine Glass (White)
<u>2</u>	Water Glass		

Fill in the Blank

- The utensils are placed Inward about 20cm or 8 from the edge inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? _____
- Synchronized service is when: Serving leaving and bussing removing plates at seated events
- What is generally indicated on the name placard other than the name? product Name
- The Protein on a plate is typically served at what hour on the clock? _____
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
You should go to the back and let the chef know and then go back to the guest to let him or her know long it will be until it's done.

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 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
- _____ 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

- 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
- 10) Which of the following can you use to put out a grease fire?
- ☒ a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - d. Water
- 11) What is the temperature range of the danger zone?
- a. 25-135
 - ☒ b. 40-140
 - c. 50-160
 - d. 30-130
- 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
- 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
- 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - ☒ c. Liquid
 - d. Oil
- 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - ☒ b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- 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

- _____ 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.



PO BOX 220430
Chantilly, Virginia 20153

Terrell Lee Maples

CFCPC19041110PER0008 / 00000394 / 00001230
HR Acrobat Kansas City Attn Manager
607 West port Rd #300
Kansas City, MO 64111

E44472



NOLOGO / SIM
1 4740



****IMPORTANT****
Call 1-888-265-8228 then follow
instructions to activate your card
and to create your PIN. See enclosed
materials for your Activation Code. You
MUST activate your card before using.

5115 1681 2990 4740

TSC PAYCARD

04/22



Congratulations on choosing your new Comdata Payroll MasterCard®

You are now on the way to a more Convenient,
Flexible, and Cost Efficient lifestyle.

Go to www.cardholder.comdata.com to:

- View card balance and transaction history at no charge
- Locate ATMs within our network
- Sign up FOR TEXT ALERTS to receive purchase and balance information

To begin using your new MasterCard,
simply follow these steps*:

Para comenzar a usar su nueva tarjeta
MasterCard, simplemente siga estos pasos*: