

# Interview Note Sheet

## Applicant Information

Name: MICHAEL ANDERSON

Date: 1-15-19

Position (s) Applied for:

COOK, dish

Interviewer: STEVEN

Rate of Pay: \$9.50 - \$11

Referred by:

HOPS Faith Ministries

## Test Scores

Job	Score	%	Job	Score	%
Server	35	%	Bartender	35	%
Prep Cook	17	60	Barista	15	%
Grill Cook	31	76	Cashier	15	%
Dishwasher	8	80	Housekeeping	16	%

Seeking:
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

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

Michael worked in many different temp service. Michael wants work through Acrobat. Michael prefer dishwashing and prep cook, Local work only. Michael work for labor max and one source KCML.

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:

# Acrobat

outsourcing

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

First and Last Name:

Michael Anderson

Email:

Phone number:

816.226.9547

Working Experience:

Company Name: Labor Maxx Kain+Tex

Dates of Employment: 8-15 - Current

Job Responsibility:

• Labor

•

•

Company Name: One Source ICMO

Dates of Employment: 8-15 - 9-15

Job Responsibility:

•

•

•

•

Company Name: Pinnacle

Dates of Employment: 8-15 - Current

Job Responsibility:

•

•

•

•

Skills

• Cleaning General Labor

•

•

•

•

TUESDAY  
@ 930



## 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 Michael Ray Anderson Date: 1/5/18  
Home Telephone (816) 877 1719 Other Telephone (816) 8226.9547  
Present Address 705 Virginia  
Permanent Address, if different from present address: 233 Cherry Lubbock, TX  
Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: DPW Salary desired: \$10.00 hr

Are you currently registered with any staffing and/or employment agencies? If so, please list

Labour Max, Pinnacle, One Source

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: 9 To: 5

How did you find out about our open position? (Please check fill in proper name of source):

Referral  Name of Referral Hope-Faith 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? 1/16/18

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	<u>9/10</u>	<u>9/10</u>	<u>9/10</u>	<u>9/10</u>	<u>9/10</u>	<u>9/10</u>	
PM							

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

June or July

### 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  bus

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.)

Heavy Lifting

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
ESTACADO HIGH	LUBBOCK, TX	12	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: <u>Coolans designing menu items</u>			

## 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 Yes No 1 If so, may we contact your current employer? Yes Yes No \_\_\_\_\_

Name and Address of Employer TAZ

Type of Business Rest Telephone No. (816) 531-5556 Supervisor's Name Ricky EDDIX

Your Position and Duties Cooking

Dates of Employment: From 3-94 To 7-17

Weekly Pay: Starting \$1500 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 \_\_\_\_\_

# Acrobat

outsourcing  
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: Ricky Essix Telephone No. (816) 531-5556

Address: 1823 W 39th

Occupation: Manager Relationship: Friend Number of Years Acquainted: 40

Name: Tommy Saunders Telephone No. (816) 655-1072

Address: \_\_\_\_\_

Occupation: Honemolcer Relationship: Friend Number of Years Acquainted: 15

Name: Pamela Deen Telephone No. (816) 349-7323

Address: \_\_\_\_\_

Occupation: Honemolcer Relationship: Friend Number of Years Acquainted: 15



**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

Michael Anderson

Date

1.5.18

**Grill Cooks Test**

Score 31 / 40

Multiple Choice Test (1 point each)

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

D

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

A

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

**Grill Cooks Test**

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

- To cook quickly in a pan on top of the stove until food is browned
- Process through which natural sugars in food become browned and flavorful while cooking
- Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- 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?

- 145°F
- 155°F
- 165°F
- 175°F

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

- 145°F
- 155°F
- 165°F
- 175°F

A 22) What temperature should fish be cooked to?

- 145°F
- 155°F
- 165°F
- 175°F

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

Mixture of flour + oil  
Used to thicken soups

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

Melting untailed butter used for dipping fish

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

- 1.
- 2.
- 3.
- 4.
- 5.

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

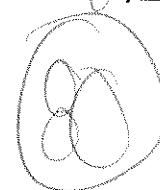
Adding spice while it's hot - remove metal/iron taste

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

Egg Yolk + butter

## Dishwasher Test

Score 8 / 10



C 1) After washing your hands, which item should be used to dry them?

- Clean apron
- Sanitized wiping cloth
- Single use paper towel
- Common used cloth

C 2) While washing dishes by hand, which item should you wear?

- Cutting glove
- Oven Mitt
- Rubber glove
- Nothing

D 3) When should you wash your hands?

- Before you start work
- After handling non-food items (garbage, money, cleaning chemicals)
- After using the restroom
- All of the above

A 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- True
- False

E 5) Which of the following could you be at risk for getting burned from?

- Steam from boiling pots
- Hot liquids (coffee, soup, tea)
- Hot equipment (ovens, pots, chaffing dishes)
- Harsh chemicals
- All of the above

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- True
- False

C 7) What should you do if you spill liquids or see a liquid spill?

- Leave it for someone else to clean-up
- Wait until the end of your shift to clean it
- Flag the spill and clean it immediately
- Not sure

C 8) When handling hot items you should?

- Wear rubber gloves
- No need to wear anything
- Use an oven mitt or dry cloth towel
- Nothing

D 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- Rinsing
- Scraping
- Washing
- Sanitizing

C 10) What is the proper method for cleaning and sanitizing stationary equipment?

- Spray with a strong cleaning solution and wipe with a sanitized cloth
- Spray with a sanitizing solution, then rinse with clean water and dry
- Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

## Prep Cooks Test

Score 12 / 20

Multiple Choice (1 point each)

D

1) A gallon is equal to \_\_\_\_ounces

- a. 56
- b. 145
- c. 32
- d. 128

R

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

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 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

A

8) Food should be left out no more than

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

100

**Prep Cooks Test**

A

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. 25-185
- 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

C

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**

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

30

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 & Pep 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.



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018015162012LG**

Report Prepared: 01/15/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Anderson

First Name: Michael

Date of Birth: 06/20/1962

Social Security Number: \*\*\*-\*\* 6458

Hire Date: 01/15/2018

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 01/15/2018

Case Submitted By: SSHA2488

Closed On: 01/15/2018

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED