

# Interview Note Sheet

Applicant Information	
Name: <u>Bradford William</u>	Interviewer: <u>Steven G.</u>
Date: <u>01/31/18</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Prep Cook, Grill Cook</u>	Referred by: <u>walk in</u>

Test Scores			
Server	/35	%	
Prep Cook	<u>11</u> /20	%	Bartender /35 %
Grill Cook	<u>30</u> /40	%	Barista /15 %
Dishwasher	/10	%	Cashier /15 %
		%	Housekeeping /16 %

**Seeking:**

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

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

worked at Sunfresh stacking.

worked at Jet and UPS packing and loading trailer.

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: \_\_\_\_\_

Could you recommend this applicant for Acrobat cademy?

Convention Candidate?

Other Languages Spoken: \_\_\_\_\_

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

First and Last Name: William Bradford  
Email: BradfordWilliam23@gmail.com  
Phone number: (919)-242-2240

## Working Experience:

Company Name: Chas Ball SunFresh  
Dates of Employment: 05/2015 - 07/2015

### Job Responsibility:

- Sacking Groceries
- Pushing carts
- Shelf stocking
- 

Company Name: Jet  
Dates of Employment: 02/2017 - 03/2017

### Job Responsibility:

- order picking
- Box packaging
- 

Company Name: UPS  
Dates of Employment: 06/2017 - 08/2017

### Job Responsibility:

- ~~T~~ Trailer Loading
- 
- 
- 

## Skills

- cleaning
- cooking
- Fast paced work
-



## 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 William Tyrice Bradford Date: Jan-31, 2018  
 Home Telephone (913) 229-5355 Other Telephone (913) 242-2240  
 Present Address 3208 Barrett Ave  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address BradfordWilliam25@gmail.com

**EMPLOYMENT DESIRED**

Position applying for: Any Available Salary desired: 10  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
N/A  
 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 \_\_\_\_\_ 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? immediately

*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	off	9	9	9	9	9	off
PM	off	10pm	10pm	10	10	10	off

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  
Ailawna Jones / Friend  
 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.) \_\_\_\_\_

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?
J.C. Harmon	Kansas city	11 <sup>th</sup>	NO
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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: Software Knowledge			

## 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 Chas Ball SunFresh 241 S 18th St  
 Type of Business Grocery Store Telephone No. (913) 392-2366 Supervisor's Name Anthony  
 Your Position and Duties Assisting customers with Sacking groceries, and anything required of me  
 Dates of Employment: From 05/2015 To 07/2015

Reason for Leaving: conflicting views

Name and Address of Employer Jet 30801 W 191st Gardner KS 66030  
 Type of Business warehouse Telephone No. (855) 538-4323 Supervisor's Name Christi  
 Your Position and Duties I was a order picker in charge of collecting Merchandise for shipping  
 Dates of Employment: From 02/2017 To 03/2017

Reason for Leaving: Termination

Name and Address of Employer UPS 223 N James St Kansas city, KS 66118

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Type of Business Postal Service Telephone No. (800) 742-5877 Supervisor's Name Ryan  
Your Position and Duties I was a trailer loader

Dates of Employment: From 06/2017 To 08/2017

Reason for Leaving: Unsafe work conditions

Name and Address of Employer Mc Donald's 3725 State Ave

Type of Business Fast Food Telephone No. (913) 371-0606 Supervisor's Name Barbara  
Your Position and Duties Front counter, Drive thru, order taking, and money handling

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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 X  
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: Octavious Harris Telephone No. (913) 293-3189  
Address 3040 Sontree plaza Kansas city, KS 66103  
Occupation: General labor Relationship: Former co-worker Number of Years Acquainted: Lifetime

Name: Savannah Donald Telephone No. (913) 713-9665  
Address 2232 South Mill st 66103  
Occupation: Movie Theater Relationship: Friend Number of Years Acquainted: 7

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

WB

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.

WB

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.

WB

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.

WB

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.

WB

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 William Bradford Date Jan-31, 2018

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

- A 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
- B 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
- A 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
- A 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?
- 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)

It is a mixture of Fat and other things to make sauces

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

It's butter without all the fats

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

1. Tomato Sauce
2. Veloute
- 3.
- 4.
- 5.

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

Add more Flavor to the grill

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

for the food about to be prepared



**Prep Cooks Test**

**Score / 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
- D 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
- C 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
- B 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

**Prep Cooks Test**

- 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
- C 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
- d 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
- C 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) Oregano Sage are the basic seasoning ingredients for all savory recipes.

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

SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018031160036DS**

Report Prepared: 01/31/2018

**Company Information**

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Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

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Last Name: Bradford

First Name: William

Date of Birth: 01/31/1999

Social Security Number: \*\*\* \*\* 2580

Hire Date: 01/31/2018

Citizenship Status: A citizen of the United States

**Document Information**

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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**

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Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 01/31/2018

Case Submitted By: DZAM1545

Closed On: 01/31/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED

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