



Name: Kenneth Hong

Taborca ID: 45079

Date of Hire: 02 / 05 / 2018

Date of Re-Act: / /

New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check (Asurint)
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re Act onboarding if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option and take steps to Re Act any old pay options still current
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it

Kenneth Hong

**47173 Male Ter
Fremont Ca 94539
Tel: 501-552-8328**

Objective: I would like the opportunity to contribute to a company where my abilities and skills can be utilized to improve the work environment and impact the customer satisfaction results.

Skills: Specialty sauces, gravies, soups, grilling and baking
Certified in Food Handling Safety

Experience:

Job Title: Leading Catering chef
Employer: San Ramon Valley Conference Center (Sodexo)
Dates: Jan 2003- present
Duties: Cooks varieties of entrees, ensure food safety, supervise assistant cooks to ensure the quality of the dishes. Ordering food supplies.

Job Title: Cook and Operations
Employer: J & K Café, Sunnyvale (cafeteria at Mitsubishi Electronics)
Dates: June 1996 – July 2003
Duties: Cooked a variety of breakfast and lunch foods. Prepared Italian, Mexican, Chinese and Indian specialties, including basic soups and sandwiches. Ordered foods supplies, scheduled employee hours and oversaw day-to-day operations of cafeteria.

Job Title: Cook
Employer: Jade Village Café (owner), Fremont
Dates: April 1986 – August 1995
Duties: Prepared American and Chinese cuisine in small restaurant seating 30. I assisted with the food prep, ordered food supplies and created menus. Breakfast and lunch were both served.

Education: High School Diploma (China)
Ohlone College, Fremont Ca
Cal State ,Hayward , Ca



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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 Kenneth Hong Date: 2-5-18
 Home Telephone (510) 552-8328 Other Telephone () _____
 Present Address 47173 Male Ter, Fremont CA 94539
 Permanent Address, if different from present address: _____
 Email Address Ken_Hon@MSN.com

EMPLOYMENT DESIRED

Position applying for: Cook Salary desired: _____

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

No

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? 2-9-18

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>8:00</u>	/	/	/	/	<u>8:00</u>	
PM	<u>↓</u>	/	/	/	/	<u>↓</u>	<u>3:00 pm</u>

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 ___

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?
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO <input checked="" type="radio"/>
Are you computer literate? If so, list software knowledge under "Special."		YES	NO <input checked="" type="radio"/>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO <input checked="" type="radio"/>
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 <input checked="" type="radio"/>
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 San Ramon Valley Conf. Center
 Type of Business Conf. Center Telephone No. (915) 250-3525 Supervisor's Name Sid Cowalling
 Your Position and Duties

Dates of Employment: From April 2003 To present

Reason for Leaving:

Name and Address of Employer I + K cafe
 Type of Business Cafe Telephone No. () Supervisor's Name
 Your Position and Duties Self employed, cook

Dates of Employment: From 1996 To 2003

Reason for Leaving: closed

Name and Address of Employer Jade Village
 Type of Business restaurant Telephone No. () Supervisor's Name
 Your Position and Duties Self-employed

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Dates of Employment: From 1986 To 1995

Reason for Leaving: closed

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

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 ☒
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: Joanna Courtessis Telephone No. (510) 208-7057

Address 127 Jasmine Court Union City

Occupation: Housewife Relationship: Sister Number of Years Acquainted: 48 yrs

Name: Franky Li Telephone No. (510) 287-2950

Address Danville

Occupation: chef Relationship: friend/coworker Number of Years Acquainted: 12 yrs

Name: Victor Pan Telephone No. (915) 287-1298

Address Walnut creek

Occupation: chef Relationship: friend/coworker Number of Years Acquainted: 10 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

KH

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.

KH

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.

KH

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.

KH

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.

KH

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

Kenneth H. [Signature]

Date

2/5/18

Multiple Choice (1 point each)

- d 1) A gallon is equal to d 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
- 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
- b, c, d 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

3

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

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
- 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
- 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

d 10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

d 11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

d 12) A gallon is equal to _____ ounces

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

b 13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

a 14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

b 15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

C 16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

a 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

C 18) Which of the following best describes braising?

- 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

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's a mix of butter + flour to use to thicken the liquid.

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

slow cook the butter on burner to ~~separate the water in the butter~~ remove the milk.
To make healthier food.

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

1. Espagnole
2. Veloute
3. Bechamel
4. Hollandaise
5. Tomato

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

Salt on the grill to make it not sticky

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

egg yolk.
lemon juice
butter

