

Interview Note Sheet

Applicant Information

| | |
|--|------------------------------|
| Name: <u>Janice Thomas</u> | Interviewer: <u>Steven G</u> |
| Date: <u>3/30/18</u> | Rate of Pay: \$ <u>10-11</u> |
| Position(s) Applied for: <u>Prep Cook, Server</u> | Referred by: |

| Test Scores | | | | | |
|-------------|-------|-----|--------------|-----|---|
| Server | /35 | % | Bartender | /35 | % |
| Prep Cook | 10/20 | 50% | Barista | /15 | % |
| Grill Cook | /40 | % | Cashier | /15 | % |
| Dishwasher | /10 | % | Housekeeping | /14 | % |

| |
|---|
| Seeking: |
| <input checked="" type="checkbox"/> Full-Time |
| <input type="checkbox"/> Part-Time |

Relevant Experience & Summary of Strengths

Total of 4 in Food Service/Hospitality

Janice Thomas is currently working with Pizza Hut part-time. She interested to work with Acrobat Outsourcing.

- prep cook
- server

P.O.S. Experience: Y / N details:

Transportation

Car Public Transit Carpool (Rider / Driver)

Regions Available to work

Kansas City, KS Overland Park, Kansas 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: |
|---|-----------------------|-------------------------|

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 Janice Thomas Date: 3-28-18
 Home Telephone (913) 291-7713 Other Telephone ()
 Present Address 725. 19th st Kansas City, Kansas 66102
 Permanent Address, if different from present address: _____
 Email Address _____

EMPLOYMENT DESIRED

Position applying for: Hospitality Salary desired: \$10.00

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

Alliance

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 | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|----------------------------|-------------------|-------------|---------|-----------|----------|--------|-------------------|
| DAILY | <u>8:00-10:00</u> | <u>SAME</u> | | | | | <u>8:00-10:00</u> |
| AM | <u>8:00-10:00</u> | <u>SAME</u> | | | | | <u>8:00-10:00</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

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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.) _____

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? |
|--|-----------------|---------------------------|-------------------|
| Leavenworth, High | Leavenworth, KS | | G.E.D |
| 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: ServSafe Food Service Certificate | | | |

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 Pizza Hut 36th & state (Wing Street)

Type of Business Pizza Telephone No. (816) 674-1792 Supervisor's Name Dushawn Johnson

Your Position and Duties Cook, Cook wings, Prep dough wash dishes

Dates of Employment: From 2-18 To Current

Reason for Leaving: still employed but want to leave - Not enough money

Name and Address of Employer Aramark - T.C.F 315 Rice Road Topeka, Kansas

Type of Business Food Service Telephone No. () _____ Supervisor's Name Robert Orman

Your Position and Duties Wiping tables, food prep, Food Service, Footsinge * Latrice Simmons
dish washing, cooking, training, recording Food Waste eat..

Dates of Employment: From 2013 To 2017

Reason for Leaving: moved

Name and Address of Employer _____

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Your Hospitality Staffing Professionals

Type of Business _____

Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

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 _____

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: Gloria Gooch Telephone No. (913) 306-4487

Address Topeka, Kansas

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

Name: Shir Williams Telephone No. (785) 221-8882

Address Topeka, Kansas

Occupation: Pastor/Mentor Relationship: Friend Number of Years Acquainted: 3

Name: Shannie Willis Telephone No. (913) 682-6578

Address Leavenworth, Kansas

Occupation: Retired/Insurance Sales Relationship: Friend Number of Years Acquainted: 20

Please Read Carefully, Initial Each Paragraph and Sign Below

JL
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.

JL
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.

JL
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.

JL
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.

JL
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

Janice Thomas

Date

3/28/18

Multiple Choice (1 point each)

C 1) A gallon is equal to _____ounces

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

A 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

C 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 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

DC 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

50%
10/20

Prep Cooks Test

B

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



May 3, 2017

To whom it may concern,

Ms. Janice Thomas worked from June 2015 to May 2017. Her responsibilities were as a server, pots and pans, and snack person. Her dedication to Aramark quickly deepened. Her service was in great standing with regards to getting the job done in a fast and effective manner.

During her time here, she has had a great impact on the morale and always contributed to better work efficiency. She can be counted on as a hard worker and is constantly proving so, as she works on improving and assisting where needed. We often turn to Ms. Thomas when there are no others to turn to, or when we need tasks of importance to be done right the first time.

Ms. Thomas is respected by her supervisors, and the administrative staff for her willingness to help anyone anytime she can. She has been very reliable and is someone that can work with little supervision. She is organized, diligent in all tasks given to her, and always on time.

Ms. Thomas has real leadership potential. I would recommend her for any program and/or place of business. She leads by example and is always willing to teach and direct others when needed.

Sincerely,

A handwritten signature in black ink that reads "Robert J. Omann".

Robert J. Omann
Food Service Director
Aramark Correctional Food Services
Topeka, KS

Janice Thomas

72 S. 19th, Kansas City, KS 66102 | (913) 291-7713 | ifly0825@gmail.com

Professional Qualifications

Ambitious, organized, and efficient team player who takes pride in completing tasks in a timely and accurate manor.

Professional Experience

Food Service Team Leader | Aramark – Topeka, KS | 2015 to 2017

Supervised crew members and trained new staff in proper food handling including safe food preparation, proper food storage, recording of food waste, dishwashing, and inventory control.

Shipping and Handling Processor | Ameripride Professional Laundry Service – Topeka, KS | 2012 to 2013

Organized, located, and matched laundry orders. Inspected, tagged, and labeled garments.

Home Health Aide | Adult Home HealthCare – Kansas City, KS | 2007 to 2012

Supported elderly or physically challenged adults in activities of daily living, including meal preparation, medication management, and personal hygiene. Transported clients to medical appointments and leisure activities. Communicated effectively and maintained excellent rapport with clients.

Education

Medical Assistant Coursework | Vatterott Vocational Technical Institute

General Education Degree | Kansas Board of Education



Certificate of Achievement

This certificate is awarded to

Tanice Thomas

Congratulations! You have completed

ServSafe® Food Handler Training

Instructor Robert J. Ormann Date January 19, 2017

Organization Aramark Location Topeka

65.2122 in Chicago area 312.715.1010
rant.org | ServSafe.com



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018089160236QV

Report Prepared: 03/30/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Thomas

First Name: Janice

Date of Birth: 08/25/1968

Social Security Number: *** * 6366

Hire Date: 03/30/2018

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 List C Document: Social Security Card
outlying possession

Document Name: Driver's license

Document State: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 08/25/2018

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 03/30/2018

Case Submitted By: DZAM1545

Closed On: 03/30/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED