

# Interview Note Sheet

## Applicant Information

Name: Janice Thomas

Interviewer: Steven G

Date: 3/30/18

Rate of Pay: \$ 10-11

Position (s) Applied for:

Prep cook, server

Referred by:

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	<u>10</u> /20	<u>50</u> %	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:

Full-Time

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 72 S. 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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>8:00</u>	<u>S A M E</u>					
PM	<u>5:00</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	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	<input checked="" type="radio"/> NO
Special: Serv Safe 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 (Cuming Street)  
 Type of Business Pizza Telephone No. (816) 674-1792 Supervisor's Name Dashawn 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 Washing tables, food prep, food service, food storage, dishwashing, cooking, training, recording food waste ect. Latrice Simms

Dates of Employment: From 2015 To 2017

Reason for Leaving: moved

Name and Address of Employer \_\_\_\_\_

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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: Steve Williams Telephone No. (785) 221-8882

Address Topeka Kansas

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

Name: Shimmie 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**

JI 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.

JI 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.

JI 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.

JI 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.

JI 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%

## Prep Cooks Test

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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". The signature is fluid and cursive, with a long horizontal stroke at the end.

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



## **Janice Thomas**

72 S. 19<sup>th</sup>, Kansas City, KS 66102 | (913) 291-7713 | [ifly0825@gmail.com](mailto:ifly0825@gmail.com)

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### **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.

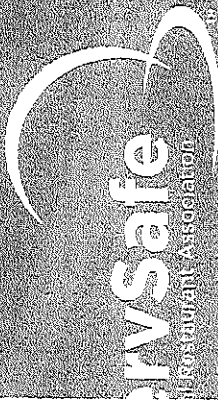
#### **Home Health Aide | Adult Home HealthCare – Kansas City, KS | 2007 to 2012**

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

Janice Thomas

Congratulations! You have completed

## ServSafe® Food Handler Training

National Restaurant Association

1100 Jackson Blvd., Ste. 1500

Chicago, IL 60604-2814

Phone: 312.715.1010

Website: [www.servsafe.com](http://www.servsafe.com)

Instructor

Robert J. Omann

Date

January 19, 2017

Organization

Aramark

Location

Topeka



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018089160236QV**

Report Prepared: 03/30/2018

**Company Information**

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Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

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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**

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List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 08/25/2018

**Case Status Information**

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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