

# Interview Note Sheet

## Applicant Information

Name: Lakeshia Wilson	Interviewer: Steven Gonzalez
Date: 4/9/18	Rate of Pay: \$ 10
Position (s) Applied for: Prep cook	Referred by:

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

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

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

Lakeshia Wilson is experience in prep cook and Line cook.

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:

# **Lakeshia Wilson**

Kansas City, MO 64130  
lakeshiawilson82\_et3@indeedemail.com - 8164903009

## **WORK EXPERIENCE**

### **Prep Cook/Line Cook**

Royals/Chiefs - Kansas City, MO -

2017-09 - Present

- \*Greeting Customers
- \*Restocking supplies for the next game
- \*Prep Food for game day and
- \*Keep working area clean
- \*Weekly inventory
- \*Answering the phones
- \*Cashier

### **Warehouse Worker/ Order Picker Filler**

Hallmark/Addeco Staffing - North Kansas City, MO -

2016-09 - 2016-12

Seasonal

- \*Take inventory daily of merchandize and understand orders from the shipping desk for pulling merchandize from storage and pallets
- \* Ensure that a quality check is performed on all order papers
- \* Pull orders according to the order form and recheck them to ensure accuracy
- \* Inspect items for quality and quantity and any evidence of dust, paint or dents
- \* Mark fragile items properly in stenciled ink to ensure their safety during transport
- \* Place destination information on packed items such as name, address and lot numbers

### **Warehouse Worker**

IPL - Kansas City, MO -

2015-03 - 2015-10

### **Machine Operator/Material Handler/ Packer**

- \*Made sure Work area was Tidy and safe
- \*Standing for 12 hour shifts
- \* make sure the tools and machine was up to par before and at the end of the shift
- \*Picking and Packing orders
- \*Injecting plastic molding products
- \*Accurately pull and locate cases using RF Gun and Electric Pallet Jack
- \*Load labels thru machines for Ice Cream, and plastic lids

### **Line Cook/Prep Cook**

Rockhurst College - Kansas City, MO -

2014-09 - 2015-02

- \*Read and understand the menu
- \*Prep Breakfast, Lunch, Dinner, and Game Days
- \*Kept working area clean
- \*Kept weekly inventory and restock supplies

### **Janitorial-Housekeeping**

Modern Maintenance Building Services - Overland Park, KS -

2014-05 - 2014-12

- \*Responsible for cleaning The Jewish Center Classrooms, Rest areas
- \*Vacuums and buffs floors, shampoos carpets as needed,
- \*Empty trash receptacles, and replace linings.

### **Supervisor cook**

CBM FOOD SERVICES - Kansas City, MO -

2017-08

- \*Working in a Correctional Facility
- \*Prep/Cook Breakfast,Lunch

### **EDUCATION**

#### **High school or equivalent**

### **SKILLS**

Assembly, Clerk, Data entry, Heavy Equipment, Planagram

### **ADDITIONAL INFORMATION**

### **SKILLS**

Teamwork, Equipment Maintenance, Time Management, Eye for Details

### **Skills and Qualifications**

- \*Liquor Licenses
- \*Shipping Clerk
- \*5 Years previous Industrial Assembly, Heavy Equipment, \*Machine Operated
- \* Ability to safely handle loading, unloading and materials.
- \* Ability to prioritize tasks | \* Data entry skills
- \* Hardworking | Reliable
- \* On the job training - Warehouse Storage Solutions

## 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 Lakeshia Wilson Date: 4/5/2018  
 Home Telephone (816) 2490-3009 Other Telephone ( ) 256-7136  
 Present Address 4520 Salem Court Apt 101  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address LLcutchlow@gmail.com

### EMPLOYMENT DESIRED

Position applying for: OPEN (prep cook) Salary desired: 10 - 11.00

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 Indeed 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>open</u>	<u>open</u>	<u>open</u>	<u>9:00 AM</u>	<u>9-AM</u>	<u>9-00 AM</u>	<u>open</u>
PM	<u>open</u>	<u>open</u>	<u>open</u>	<u>10- PM</u>	<u>10- PM</u>	<u>open</u>	<u>open</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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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.)

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## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
PUSHKIN HIGH	KANSAS CITY	12TH	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:			

## 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 CBM Food Service Jackson County Jail

Type of Business County Jail Telephone No. (816) 513-5800 Supervisor's Name George

Your Position and Duties Prep / Cook Breakfast, Lunch

Dates of Employment: From 2017 To 2017 <sup>Sept</sup> <sup>Dec</sup> Weekly Pay: Starting 11.50 Ending 11.50

Reason for Leaving: Higher pay,

Name and Address of Employer Kansas Royals Line Cook

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties Greeting customers, Prep Cook, Cashier

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 \_\_\_\_\_

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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: NO

## 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: Mark Telephone No. (\_\_\_\_) 499-9879

Address \_\_\_\_\_

Occupation: Warehouse Worker Relationship: \_\_\_\_\_ Number of Years Acquainted: 1

Name: Zack Todd Moore Telephone No. (816) 256-7136

Address \_\_\_\_\_

Occupation: Supervisor Relationship: \_\_\_\_\_ Number of Years Acquainted: 2

Name: Phillip Telephone No. (\_\_\_\_) 209-9825

Address \_\_\_\_\_

Occupation: Forklift Driver Relationship: \_\_\_\_\_ Number of Years Acquainted: 2

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

*fw*  
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.

*fw*  
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.

*fw*  
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.

*fw*  
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.

*fw*  
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

*Kathleen Wilson*

Date

*4/6/2018*

Multiple Choice (1 point each)

1) A gallon is equal to \_\_\_\_\_ ounces  
a. 56  
b. 145  
c. 32  
d. 128

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

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

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

6) Which of the following ingredients would you pack before measuring?  
a. Olive Oil  
b. Salt  
c. Brown Sugar  
d. White Sugar

7) What is Al Dente?  
a. Firm but not hard  
b. Soft to the touch  
c. Very hard  
d. Very soft

8) Food should be left out no more than  
a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours

## Prep Cooks Test

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

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

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

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

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

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

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) Seasoning & Flavor 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.

65 /

**Multiple Choice**

- 1) Food is served on what side with what hand?
  - a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
  
- 2) Drinks are served on what side with what hand?
  - a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
  
- 3) Food and drinks are removed on what side with what hand?
  - a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
  
- 4) What part of a glass should you handle at all times?
  - a) The stem
  - b) The widest part of the glass
  - c) The top
  
- 5) When you are setting a dining room how should you set up your tablecloths?
  - a) Neatly and evenly across the tables
  - b) The creases should all be going in the same directions
  - c) The chairs should be centered and gently touching the table cloth
  - d) All of the above
  
- 6) If you bring the wrong entrée to a guest what should you do?
  - a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
  - b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
  - c) Try to convince the guests to eat what you brought them
  - d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

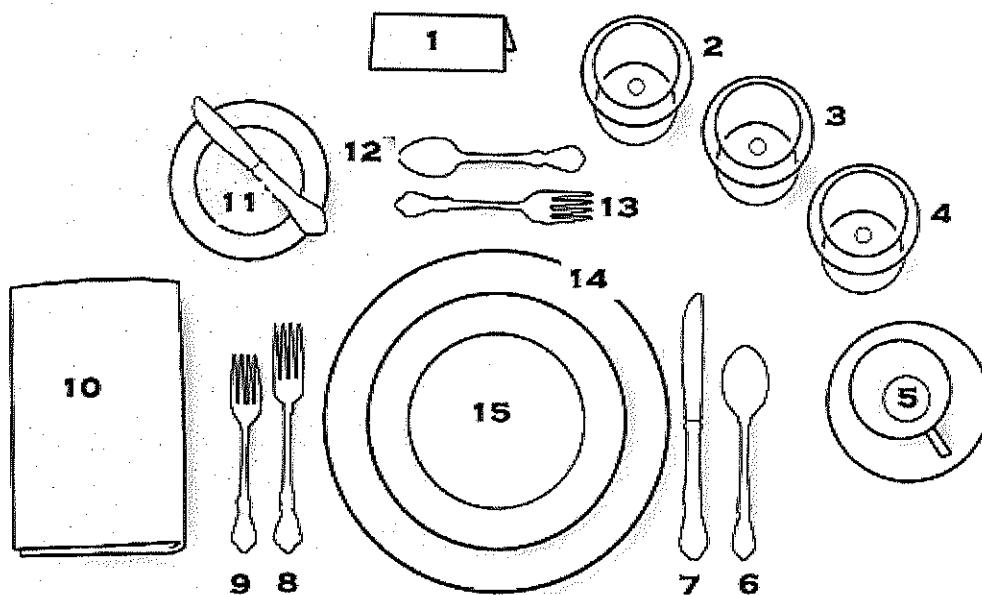
- C Scullery
- E Queen Mary
- A Chaffing Dish
- B French Passing
- G Russian Service
- F Corkscrew
- D Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- G. Style of dining in which the courses come out one at a time

Name \_\_\_\_\_

**Servers Test**

Score / 35



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>4</u>	Wine Glass (Red)
<u>3</u>	Dessert Fork	<u>9</u> <del>12</del>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>1</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar, cream
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? Sit Name
5. The Protein on a plate is typically served at what hour on the clock? 12
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Excuse your self and get it.



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018100154446YD**

Report Prepared: 04/10/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: lakeshia

First Name: wilson

Date of Birth: 09/05/1980

Social Security Number: \*\*\* \* 0532

Hire Date: 04/09/2018

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 outlying possession

List C Document: Social Security Card

Document Name: ID card

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 09/05/2021

**TNC Information****SSA TNC**

Referred On: Not Referred

Referred By:

**Case Status Information**

Current Case Result: SSA Tentative Nonconfirmation (TNC)

Employer Case ID:

Case Submitted On: 04/10/2018

Case Submitted By: DZAM1545

SENSITIVE BUT UNCLASSIFIED