

# Interview Note Sheet

Applicant Information	
Name: <u>Elijah J. Phillips.</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>04/27/18</u>	Rate of Pay: \$ <u>9.25 - \$10.00</u>
Position (s) Applied for: <u>Prep Cook.</u>	Referred by: <u>Walk in</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	<u>6</u> /20	<u>30</u> %	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><i>Total of _____ in Food Service/Hospitality</i></p> <p><u>Worked at Aramark as a food prep.</u></p>
<p>P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____</p>

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool ( Rider / Driver )
Regions Available to work:
<input type="radio"/> Kansas City,KS <input checked="" type="radio"/> Overland Park,Kansas <input type="radio"/> Kansas City,MO <input checked="" type="radio"/> Independence,MO

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit
Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only
Details: _____

Uniforms Owned:			
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____			
<table border="1"> <tr> <td>Would you recommend this applicant for Acrobat Academy?</td> <td>Convention Candidate?</td> <td>Other Languages Spoken:</td> </tr> </table>	Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:	

# Elijah Jawain Phillips

3034 N 29<sup>th</sup> St

Kansas City, KS 66104

elijahphillips671@gmail.com

816-328-0920

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## Skills Summary

- *Forklift Operator*
- *Responsible, deliberate, and focused*
- *Respectful of supervisors and coworkers*
- *Holds a standard of cleanliness and organization*

**Work Experience**    03/2018-present    Hope Distribution Center    Kansas City, KS

### **Warehouse Worker**

- Unload trucks, assist drivers, deliver packages, and fill orders.
- Assist in the food pantry.
- Operate forklift.

02/2015-12/2017

HCF

Hutchinson, KS

### **Custodian**

- Swept and mopped floors, took out trash, sanitized building, and cleaned bathrooms.

08/2014-01/2015

Aramark

Hutchinson, KS

### **Prep Cook**

- Sanitized utensils, cut vegetables, prepared and cooked meals for special diets, and supervised food assembly line.

05/2014-08/2014

KCI Packaging

Hutchinson, KS

### **Picker**

- Picked and pulled orders, and scanned orders and prepared for shipment.

## Education

2013

G.E.D.

Southeast Ed. Center

2013

Manufacturing Certification

Greenbush Ed. Center

2018

Forklift Operation Certification

KCCC Voc. Center

## 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 Elijah Lawrence Phillips Date: 04-26-18  
Home Telephone (816)-328-0920 Other Telephone (913) 326-4349  
Present Address 3034 W 29th Kansas City, KS 66104  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address ElijahPhillips6719@gmail.com

### EMPLOYMENT DESIRED

Position applying for: any openings Salary desired: available wages  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
workforce partner ship (young adult program) Bishop Sullivan (Employment Services)  
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? whenever theres available

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							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
N/A

### 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 N/A. 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 ☐

# Acrobat

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.) \_\_\_\_\_

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
South east ed. center	Hutchinson, KS	G.E.D	YES
Carroll Bush Ed. Center	Hutchinson, KS	Manufacturing skills	YES
Do you have any special licenses, certificates or special training? If so please list under "Special". Fork lift operation certification		YES	NO
Are you computer literate? If so, list software knowledge under "Special." microsoft		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special." N/A		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: great communication skills			

## 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 ☐ 985-213-6539

Name and Address of Employer Veronica Fernandez / Dustin Hardison HDC catholic charities  
 Type of Business warehouse Telephone No. (913) 432-3141 Supervisor's Name Veronica  
 Your Position and Duties warehouse / Driver assistant

Dates of Employment: From 3-2015 To present Weekly Pay: Starting \$10.00 Ending \_\_\_\_\_

Reason for Leaving: Currently working

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: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

**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: Dustin Harrison Telephone No. (785) 213-6539

Address 1708 Steele RD Kansas City, KS

Occupation: Supervisor 1 Relationship: Employer Number of Years Acquainted: 0-6 mo.

Name: Veronica Fernandez Telephone No. (913) 913-432-3141

Address 1708 Steele RD Kansas City, KS

Occupation: Supervisor 2 Relationship: Employer Number of Years Acquainted: 0-6 mo.

Name: Bonnie Telephone No. (913) 432-3141

Address 1708 Steele RD Kansas City, KS

Occupation: pantry manager Relationship: Employer Number of Years Acquainted: 0-6 mo.

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

✓ 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.

✓ 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.

✓ 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.

✓ 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.

✓ 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** Elijah S. Phillips **Date** 4-26-18

**Multiple Choice** (1 point each)

- C 1) A gallon is equal to 32 ounces  
a. 56  
b. 145  
☒ c. 32  
d. 128
- E 2) Mesclun are what type of vegetable?  
a. Roots  
b. Beans  
c. Salad Greens  
d. Spices
- B 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
- B 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
- a 6) Which of the following ingredients would you pack before measuring?  
☒ a. Olive Oil  
b. Salt  
c. Brown Sugar  
d. White Sugar
- b 7) What is Al Dente?  
a. Firm but not hard  
☒ b. Soft to the touch  
c. Very hard  
d. Very soft
- d 8) Food should be left out no more than  
☒ a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours

30%  
wrong  
all the  
Answers!

## Prep Cooks Test

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- d 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
- a 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
- B 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
- C 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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- 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
- 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) 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.

# Case Verification Number: 2018117185153EL

Report prepared: 04/27/2018

## Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

## Employee Information

**Name:** Elijah Phillips

**Date of Birth:** 03/07/1993

**U.S. Social Security Number:** \*\*\*-\*\*-1266

**Employee's First Day of Employment:**  
04/27/2018

**Citizenship Status:** U.S. Citizen

## Document Information

**List B Document:** ID card issued by a U.S. federal, state or local government agency

**List C Document:** Social Security Card

## Case Information

**Current Case Result:** Closed

**Case Submitted By:** Diana Zamora

**Case Status:** Employment Authorized

**Reason for Closure:** Employment Authorized  
Auto Close