

Acrobat
Your Hospitality Staffing Professionals
outsourcing

Name: Kaaya Wright

Taborca ID: 47979

Date of Hire: 08/21/18

Date of Re-Act:

- ☒ Attended New Hire Orientation: 08/21/18
- ☒ Added to Orientation Time Sheet
- ☒ New Hire List
- ☒ Check Taborca Profile (All fields)
- ☒ Upload Resume
- ☐ Food Handler's Card Status

- Employee Set up
- ☒ E-verify #: 201823320594864
- ☒ Hire Right Sections 1 & 2
- ☒ Background Check (Asurint)
- ☒ Direct Deposit (Scan to Payroll) or Global
- ☐ Cash Card

Interview Note Sheet

Applicant Information	
Name: <u>Kaaya Dawney Wright</u>	Interviewer: <u>Steven</u>
Date: <u>8/11/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>prep cook / Dishwasher</u>	Referred by:

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

Seeking:	Full-Time	Part-Time
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Relevant Experience & Summary of Strengths
<i>Total of _____ in Food Service/Hospitality</i> <i>Kaaya is searching for a full-time only.</i>
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
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:



Your Hospitality Staffing Professionals
665 Third St., Suite 425 • San Francisco, CA 94107

First and Last Name: Kathy Wright
Email: msw@k8178@gmail.com
Phone number: 916-6453

Working Experience:

Company Name: Subway Restaurant
Dates of Employment: April 2018 / July 2018

Job Responsibility:

- Making Sandwiches
- Cash Handling
- Prepping Food
- Cleaning

Company Name: The Digs
Dates of Employment: Jan 2018 / July 2018

Job Responsibility:

- Prepping food
- Cash Handling
- Cleaning
- Preparing orders

Company Name: Maywood Manor
Dates of Employment: June 2016 / Jan 2018

Job Responsibility:

- Passing meals
- Cleaning / Cooking
- Filing Insurance
- Answering phones

Skills

- Telephone / Computer
- Cash register - Cash Handling
- Customer Service
- Hospitality

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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 Kanya Danyel Wright Date: 8-21-2018
Home Telephone (816) 210-6453 Other Telephone () same
Present Address 4244 Agnes IC mo 64130
Permanent Address, if different from present address: same
Email Address mswright817@gmail.com

EMPLOYMENT DESIRED

Position applying for: Rec Cook

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 ☐

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☒ Name of Referral Shanita Stewart
Other Web Posting ☐ Other Source ☐
Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

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		7am	7am	7am	7am	7am	
PM	open	open	open	open	open	open	open
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 _____

Shanita Stewart

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.) N/A

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?
Weight Business School	Overland Park, KS	Business management Accounting	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."			
Are you computer literate? If so, list software knowledge under "Special."			
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."			
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."			
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 Subway 5047 Wilson rd Kansas City, mo

Type of Business Restaurant Telephone No. () Supervisor's Name Keith

Your Position and Duties Prepping food, making sandwiches, cashing, cashiering.

Dates of Employment: From April 18 To July 18

Reason for Leaving: Had an Issue with GM.

Name and Address of Employer Abby's Toney rd North Kansas City, mo

Type of Business Restaurant Telephone No. () Supervisor's Name Chris

Your Position and Duties Cashier / Food Prep / cleaning / preparing orders

Dates of Employment: From Jan 18 To April 18

Reason for Leaving: Not Enough Hours, Left on good Terms

Name and Address of Employer Marywood Manor 1047 W Truman rd Independence

Type of Business Assisted Living Telephone No. (716) 833-6461 Supervisor's Name Chevon
Your Position and Duties CMA, cleaning, cooking, passing meds, setting appointments for residents, answering phones, fixing med forms, filing insurance

Dates of Employment: From June 16 To Jan 2018

Reason for Leaving: wanted a change of career.

Name and Address of Employer Crossland Economy Studios 14200 E 42nd St Independence mo

Type of Business Hotel Telephone No. (816) 350-2151 Supervisor's Name Kelly Self

Your Position and Duties Front Desk

Dates of Employment: From Feb 12 To June 16

Reason for Leaving: Company went under new management, cut Benefits ect...

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

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: Charles Isakur

Telephone No. (816) 674-9538

Address _____

Occupation: Construction worker Relationship: Former Boss Number of Years Acquainted: 15+

Name: Sheila Stewart

Telephone No. (317) 384-0535

Address _____

Occupation: Accountant Relationship: Friend Number of Years Acquainted: 20+

Name: Donnie W. Telephone No. (980) 230-4971

Address _____

Occupation: Party manager Relationship: Former co worker Number of Years Acquainted: 1

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 George Wright Date 8-21-2018

Dishwasher Test

Score / 10

80%

1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chaffing dishes)
- d) Harsh chemicals
- e) All of the above

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

7) What should you do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

Prep Cooks Test

Score 16 / 20

Multiple Choice (1 point each)

- 1) A gallon is equal to _____ ounces
c. 128
- 2) Mesclun are what type of vegetable?
d. 128
- 3) What does the term braise mean?
b. Beans
- 4) At what internal temperature must chicken be cooked so that it is safe to eat?
b. 165 degrees F
- 5) How do you blanch vegetables?
a. Immerse for a short time in boiling water
- 6) Which of the following ingredients would you pack before measuring?
c. Rub with salt before cooking
- 7) What is Al Dente?
a. Firm but not hard
- 8) Food should be left out no more than _____
a. 2 hours

80%

Prep Cooks Test

- 9) Which is the improper way to thaw frozen food?
A
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?
C
a. Baking Soda
b. Baking Powder
c. Flour
d. Water
- 11) What is the temperature range of the danger zone?
A
a. 25-135
b. 40-140
c. 50-160
d. 30-130
- 12) Which of the following is listed from smallest to largest?
D
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?
D
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?
C
a. Noodles
b. Vegetables
c. Liquid
d. Oil
- 15) Which spoon is used to remove fat from soups and stews?
B
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?
B
a. Season
b. Sauté
c. Broil
d. Boil
e. Fry

Prep Cooks Test

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) Salt & pepper are the basic seasoning ingredients for all savory recipes.

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



Case Verification Number: 2018233205948GH

Report prepared: 08/21/2018

Company Information

Company ID: 139349

Client Company ID: 139349

Employee Information

Name: Kaaya Wright

U.S. Social Security Number: ***-**-6597

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 Status: Employment Authorized

Case Submitted By: Diana Zamora

Reason for Closure: Employment Authorized Auto
Close