

# Interview Note Sheet

Applicant Information	
Name: <u>McKinley Wright</u>	Interviewer: <u>Steven</u>
Date: <u>9/18/11</u>	Rate of Pay: <u>16</u>
Position (s) Applied for: <u>prep cook</u>	Referred by: _____

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	<u>95</u> %	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<u>Full-Time</u>
<u>Part-Time</u>

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><b>Total of _____ in Food Service/Hospitality</b></p> <p>McKinley - oncall work only. experience warehouse prep/Line</p>
P.O.S. Experience: Y / N details: _____

Transportation		
<u>Car</u> Public Transit      Carpool ( Rider / Driver )		
Regions Available to work:		
Kansas City,KS      Overland Park,Kansas <u>Kansas City,MO</u> Independence,MO		
Certifications (if any)		
TIPS      Serv-Safe      LEAD      Other _____      Will Submit		
Availability		
<u>Open</u> 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:

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Your Hospitality Staffing Professionals

665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: McKinley Wright  
Email: MacWright479@gmail.com  
Phone number: 810-372-5221

## Working Experience:

Company Name: B+B Warehouse  
Dates of Employment: 1/2015 / 6/2016  
Job Responsibility: Stack mason jars  
• In boxes  
•  
•  
•

Company Name: Wing King  
Dates of Employment: July 2016 / Aug 2017  
Job Responsibility: prep / fry cook  
•  
•  
•  
•

Company Name: Georges pottung  
Dates of Employment: Sept 2017 - May 2018  
Job Responsibility: Line Worker  
•  
•  
•  
•

## Skills

- Teamwork, coordination, organization
- Planning, time management, Reporting skills,
- Inventory control, Documentation skills.
- Restaurant / prep / cook.

## 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 McKinley Wright Date: 9/18/2018  
Home Telephone (810) 372-5221 Other Telephone (810) 372-5221  
Present Address 4244 Agnes Kono 04130  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address MacWright479@gmail.com

### EMPLOYMENT DESIRED

Position applying for: prep cook Salary desired: 11.00 \$

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

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 Kaayah Wright 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? 9/18/2018

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>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>
PM	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</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 ☐



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?
Adult Education	fort Smith ARK	Grade	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 B2B Warehouse

Type of Business warehouse Telephone No. (479) 522-1393 Supervisor's Name Andree Billingsley

Your Position and Duties Stacker

Dates of Employment: From 01/2015 To 6/2016

Reason for Leaving: company went out of business

Name and Address of Employer Wing King

Type of Business Restaurant Telephone No. (479) 561-1800 Supervisor's Name Guynette Hong

Your Position and Duties prep / Fry cook

Dates of Employment: From July 2010 To Aug 2011

Reason for Leaving: seeked other employment opportunities

Name and Address of Employer George poultry

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Your Hospitality Staffing Professionals

Type of Business poultry plant Telephone No. (479) 928-7500 Supervisor's Name Carlos Valdez  
Your Position and Duties Line worker - make sure chicken  
was placed properly on the line

Dates of Employment: From Sep 2017 To May 2018

Reason for Leaving: moved to Kansas city Missouri

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: 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: Gwyneth young Telephone No. (479) 561-1800

Address Fort Smith, Arkansas

Occupation: former Supervisor Relationship: Supervisor Number of Years Acquainted: 2

Name: Andree Billingsley Telephone No. (479) 522-1393

Address Fort Smith, Arkansas

Occupation: Supervisor Relationship: Supervisor Number of Years Acquainted: 1

Name: Tyrice Richardson Telephone No. (254) 330-6241

Address Fort Smith, Arkansas

Occupation: Supervisor Relationship: Supervisor Number of Years Acquainted: 1

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

mw 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.

mw 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.

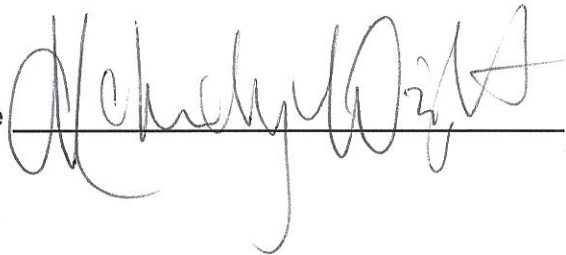
mw I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

mw 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.

mw 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**



**Date**

9/18/2018



**Multiple Choice** (1 point each)

- D 1) A gallon is equal to \_\_\_\_\_ ounces
- a. 56
  - b. 145
  - c. 32
  - d. 128
- C 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
- B 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 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
- C 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
- C 8) Food should be left out no more than
- a. 2 hours
  - b. 3 hours
  - c. 4 hours
  - d. 5 hours

## Prep Cooks Test

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- A 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
- A 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
- C 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
- B 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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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

B

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

# Case Verification Number: 2018262202855CB

Report prepared: 09/19/2018

## Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

## Employee Information

**Name:** Mckinley Wright

**Date of Birth:** 01/19/1989

**U.S. Social Security Number:** \*\*\*-\*\*-0826

**Employee's First Day of Employment:** 09/19/2018

**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