

# Interview Note Sheet

## Applicant Information

Name: <u>Justin Foster</u>	Interviewer: <u>Steven</u>
Date: <u>10/17/18</u>	Rate of Pay:
Position(s) Applied for: <u>Prep Cook / Dishwasher</u>	Referred by:

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	14/15	70%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	7/10	70%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

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

*Justin Foster -*

*Justin is an experience Line/prep and server. Justin recently move back home, he is searching for some work.*

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:

# Justin Foster

222 E. Montclair

(816)756-6851

Springfield, MO 65807

justinfoster110194@gmail.com

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## Education

Imagine Renaissance Academy

May 2012

**Missouri State University**

*Completed a Fall*

*semester*

Experience

Staffing Plus

August 2016 – September 2018

**Server/Cleaner/Cashier**

- Serve food and assist in setting up events
- Assisting cleaning businesses with cleaning up buildings
- Working concession stands at festivals

Communication Solutions LLC., Springfield, MO

October 2016 – September 2016

**Sales Representative**

- Communicating effectively with customers in order to solve problems
- Selling DirecTV, High Speed Internet, home phone, and insurance
- Providing quality customer service

Missouri State University, Springfield, MO

August 2016 – May 2016

**Cook**

- Preparing and cooking meals including burgers, soups, and baked goods
- Putting dishes together to serve to students

Success Meals, Kansas City, MO

January 2014--June 2016

**Assembly Line Leader/Cook/Prep**

- Working closely with the chefs and helping them prepare foods for delivery
- Ensuring the meals were nutritionally balanced out so the customers would get the requested amount of protein and carbohydrates
- Training and supervising other associates

Harry's Country Club, Kansas City, MO

October 2013 – December 2016

**Dishwasher/Cook/Prep**

- Guaranteeing that meals were completed and served in a timely manner
- Washing dishes
- Preparing and cooking meals including salmon, chicken, quesadillas, medium and well done burgers, and salads

McDonald's, Kansas City, MO

August 2012 – October 2014

**Cook/Cashier**

- Provided quality customer service by greeting and serving guests
- Prepared and cooked food while maintaining food safety and sanitation standards

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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 Justin Foster Date: 10/17/18  
 Home Telephone (816) 756-6851 Other Telephone (816) 756-6851  
 Present Address 2308 myrtle  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: 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 \_\_\_\_\_ 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? anyday

*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: \_\_\_\_\_

### 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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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.)

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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 <i>grademy</i>	CITY & STATE <i>Kansas City</i>	GRADE OR DEGREE COMPLETED <i>12</i>	DID YOU GRADUATE? <i>YES</i>
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        *HARRIS COUNTY HUB*

Type of Business        *Restaurant/Brew* Telephone No.        *(816) 417-1350* Supervisor's Name        *Mike Garling*

Your Position and Duties        *Guaranteeing that meals were completed and served in a timely manner*

Dates of Employment: From        *10/16/13* To        *11/16/16*

Reason for Leaving:        *Moved to Springfield*

Name and Address of Employer        *SUCCESS MEALS*

Type of Business        *Catering* Telephone No.        *(      )* Supervisor's Name        *Mike Garling*

Your Position and Duties        *Working closely with the chefs and helping them prepare meals for delivery*

Dates of Employment: From        To       

Reason for Leaving:       

Name and Address of Employer

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Your Hospitality Staffing Professionals

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: Juwan Young Telephone No. (616) 216-2024

Address: 2970 Cherry St.

Occupation: Manager Relationship: \_\_\_\_\_ Number of Years Acquainted: 4

Name: Worl' Anna Johnson Telephone No. (      )

Address: 6841 Chumpunku

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

Name: \_\_\_\_\_ Telephone No. (      )

Address: \_\_\_\_\_

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

**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**

**Date**

10/17/18

Multiple Choice (1 point each)

70%

- 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

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

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.

**Dishwasher Test**

**Score 7 / 10**

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, chafing 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

# Case Verification Number: 2018290200616HD

Report prepared: 10/17/2018

## Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

## Employee Information

**Name:** Justin Foster

**Date of Birth:** 11/01/1994

**U.S. Social Security Number:** \*\*\*-\*\*-5013

**Employee's First Day of Employment:** 10/17/2018

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

## Document Information

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

**Document Subtype:** Driver's License

**Document Number:** \*\*\*\*\*4005

**Expiration Date:** 11/01/2023

**State:** Missouri

**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