

# Interview Note Sheet

Applicant Information	
Name: <u>Michael Whitmore Jr.</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>10/24/18</u>	Rate of Pay: <u>\$10 and up.</u>
Position (s) Applied for: <u>Prep Cook, Grill Cook</u>	Referred by: <u>Craiglist</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	<u>15/25</u>	<u>20</u> %	Barista	/15	%
Grill Cook	<u>32/40</u>	<u>80</u> %	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

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

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><i>Total of _____ in Food Service/Hospitality</i></p> <p>* Worked at MUSA as a Grill Cook, Food Prep and Cleaning.</p> <p>* worked at Charlie D's. as a General manager/chef.</p>
P.O.S. Experience: Y / N details: _____

Transportation
<input checked="" type="checkbox"/> Car <input type="checkbox"/> Public Transit <input type="checkbox"/> Carpool ( Rider / Driver )
Regions Available to work:
<input checked="" type="checkbox"/> Kansas City,KS <input checked="" type="checkbox"/> Overland Park,Kansas <input checked="" type="checkbox"/> Kansas City,MO <input checked="" type="checkbox"/> Independence,MO
Certifications (if any)
TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ Will Submit <input type="checkbox"/>
Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
Details: _____
Uniforms Owned:
<input checked="" 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 checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie         Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/>
Convention Candidate? <input checked="" type="checkbox"/>
Other Languages Spoken: _____

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Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Michael Whitmore Jr.  
Email: mwhitmorejr66@gmail.com  
Phone number: 816 492 1433

## Working Experience:

Company Name: Aramark NNSA  
Dates of Employment: Aug 2018 - Oct 2018  
Job Responsibility:

- Grill Cook
- Food Prep
- Cleaning
- 

Company Name: Charlie D's  
Dates of Employment: Oct 2014 - July 2018  
Job Responsibility:

- General manager / chef
- Prep Sides, cut fish
- order food
- money management

Company Name: Levy Haymarket  
Dates of Employment: March 2011 - May 2014  
Job Responsibility:

- Grill cook
- ran concession
- Customer Serv
- 

## Skills

- Knife skills
- Food prep, FIFO
- Temp logs
- Management



## 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 Michael Whitmore Jr Date: 10.23.18  
 Home Telephone ( ) \_\_\_\_\_ Other Telephone (816) 492 1433  
 Present Address 3604 Askew  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address mwhitmorejr66@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Grill Cook / Chef Salary desired: Negotiable

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 Zach Yeary 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? 10/24/18

*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>Off</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>	<u>6am</u>	<u>?</u>
PM	<u>1</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>5pm</u>	<u>?</u>

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

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

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?
Southeast SR.	KCMO	HS.	yes
UCLA	Los Angeles, CA	BA.	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> 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	<input checked="" type="radio"/> NO
Special: Culinary Degree Jo Co. Con. College			

## 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 Aramark NNSA

Type of Business Cafe Telephone No. (816) 488 Supervisor's Name Linda

Your Position and Duties Grill Cook, Lead Cook

Dates of Employment: From Aug 18 To Oct 18

Reason for Leaving: Difference with Management

Name and Address of Employer Charlie D's

Type of Business Restaurant Telephone No. (816) 924 3174 Supervisor's Name Gary Hill Jr

Your Position and Duties General Manager / chef

Dates of Employment: From Oct 14 To July 18

Reason for Leaving: Re Sign

Name and Address of Employer



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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: Antwain Williams Sr. Telephone No. (816) 729 0130

Address 15727 E. 40th Terr. South

Occupation: Chef Relationship: Best Friend Number of Years Acquainted: 20+

Name: Sherry Black Agee Telephone No. (875) 443 6170

Address \_\_\_\_\_

Occupation: Cashier Relationship: Friend Number of Years Acquainted: 2

Name: Kathy Bontle Telephone No. (816) 301-9199

Address N/K

Occupation: Retired Relationship: Friend Number of Years Acquainted: 18yrs

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

MWJ  
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.

MWJ  
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.

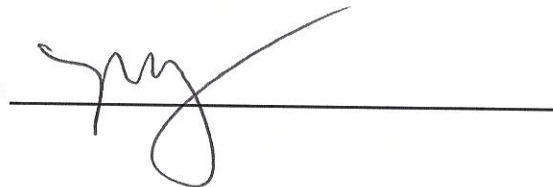
MWJ  
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

MWJ  
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.

MWJ  
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**

10/23/18

**Multiple Choice Test** (1 point each)

- B 1) **How much time should you take to wash your hands with soap?**  
a) 1 minute  
b) 20 seconds  
c) Time does not matter, water temperature does  
d) 5 minutes
- A 2) **The recommended temperature for your refrigerator is...**  
a) 45°F  
b) 50°F  
c) 40°F  
d) 20°F
- D 3) **Food handlers must always wash their hands**  
a) Before starting work  
b) Switching between handling raw and ready-to-eat food  
c) After going to the restrooms  
d) All of the above
- D 4) **The most important reason for having food handlers wear hair restraints is to**  
a) Prevent food from getting into food handlers' hair  
b) Prevent food handlers from contaminating their hands by touching their hair  
c) Keep the food handlers' hair in place  
d) None of the above
- C 5) **Which of these conditions requires immediate corrective action?**  
a) Packaged food items are stored at least 6 inches above the floor  
b) Ice is being used to cool beef stew in a shallow pan  
c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler  
d) Raw fish is stored above raw chicken in the walk-in freezer
- A 6) **Bacteria grow best in the temperature "danger zone" which includes temperatures between?**  
a) 0°F and 100°F  
b) 32°F and 220°F  
c) 41°F and 135°F  
d) 39°F and 178°F
- D 7) **After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?**  
a) Clean the cutting board with a wet wiping cloth  
b) Turn the board over and use the other side  
c) Rinse the board with running water  
d) Wash, rinse, and sanitize the board prior to slicing the onions
- A 8) **Which of the following is NOT an approved method to thaw potentially hazardous foods?**  
a) In a microwave oven  
b) During the cooking process  
c) Under cool running water  
d) On a clean counter, at room temperature
- A 9) **Wiping cloths stored submerged in a bucket of sanitizing solution are for:**  
a) Wiping spills only  
b) Washing hands if the hand sinks are too far away  
c) Sanitizing the blade of utensils such as knives  
d) Maintaining moisture on the wiping cloth



## Grill Cooks Test

E

10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

C

11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

D

12

12) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- d) 128

4

13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A

14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

A

15) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

D

16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

C

17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

B

18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process



## Grill Cooks Test

- A 19) Which of the following best describes the process of Caramelization?
- a) To cook quickly in a pan on top of the stove until food is browned
  - b) Process through which natural sugars in food become browned and flavorful while cooking
  - c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
  - d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

- C 20) What temperature should chicken be cooked to?
- a) 145°F
  - b) 155°F
  - c) 165°F
  - d) 175°F

- B 21) What temperature should ALL ground meat be cooked to?
- a) 145°F
  - b) 155°F
  - c) 165°F
  - d) 175°F

- A 22) What temperature should fish be cooked to?
- a) 145°F
  - b) 155°F
  - c) 165°F
  - d) 175°F

- 23) What is a roux and what is it used for? (2 points)

fat and flour  
used to thicken sauces

- 24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

milk just render from butter

- 25) What are the 5 mother sauces? (5 points)

1. Veloute
2. Hollandaise
3. Espagnole
4. Tomato
- 5.

- 26) What does it mean to season a grill and why is this process important? (3 points)

oil grill so meat of food don't stick

- 27) What are the ingredients in Hollandaise sauce? (5 points)

milk, egg yolk, water and lemon juice whisked til  
thick on very low heat in double pot.

**Multiple Choice** (1 point each)

- C 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
- A 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
- A 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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B

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

B

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

B

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

A

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: 2018297210744KC

Report prepared: 10/24/2018

### Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### Employee Information

**Name:** Michael whitmore

**Date of Birth:** 06/23/1966

**U.S. Social Security Number:** \*\*\*-\*\*-7127

**Employee's First Day of Employment:** 10/24/2018

**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:** Steven Gonzalez

**Case Status:** Employment Authorized

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