

## 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 Gregory Morse Date: 01-23-19  
 Home Telephone (773) 280-2487 Other Telephone (347) 866-8097  
 Present Address 111 Taylor St, San Francisco, CA 94102  
 Permanent Address, if different from present address:  
 Email Address MorseGJ78@Gmail.Com

### EMPLOYMENT DESIRED

Position applying for: Food prep/dishwasher, possible cook Salary desired: sufficient for labor  
 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): Job coordinator

Referral ☐ Name of Referral GEO Reentry 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? Tomorrow

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>AS needed</u>						
PM	<u>AS needed</u>						

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

Free for six months clearly. Haven't planned that far ahead

### 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

*Last Attended*

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Milwaukee Area Technical College	Milwaukee, WI	20 credits shy of Associates	
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: I've worked in food service while in prison. Dishwasher, Butcher, Veggie prep, Cook			

## 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

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving:

Name and Address of Employer

Type of Business \_\_\_\_\_  
Your Position and Duties \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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?  
If so, describe:

Yes \_\_\_\_\_ No ☒

### JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Clare W. Clune Jr. Telephone No. (845)-386-6700

Address \_\_\_\_\_

Occupation: Food Service Supervisor Relationship: Supervisor Number of Years Acquainted: 5

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

gm

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.

gm

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.

gm

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.

gm

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.

gm

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**

Gary M...

**Date**

01-23-19

# Acrobat

outsourcing

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

First and Last Name: ~~Gregory~~ Gregory Morse  
Email: Morse.GJ78@gmail.com  
Phone number: 773-280-2487

## Working Experience:

Company Name: Prison Kitchen

Dates of Employment: 2013 - 18

Job Responsibility:

- - Dish washer & Pots and Pans
- - Detail cleaner
- - Veggie Prep and Butcher
- - Secondary cook and line server

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- -
- -
- -
- -

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- -
- -
- -
- -

## Skills

- -
- -
- -
- -



Work Skills

***Food Prep***

***5 years***

- Organized and prioritized work flow and daily assignments for maximum production
- Supervised production methods and techniques to ensure quality and safety standards
- Maintained inventory and reported to supervisor what items to order
- Prepared the meal as per the menu
- Prepared sauces, rotated food, baked, roasted and fried meats to deliver orders on time
- Kept record of food deliveries, food used, and food cost
- Proficient with kitchen equipment, such as meat slicer, mixer, food processor, and deep fryer
- Initiated meal preparation by chopping vegetables and preparing garnish for the chef
- Maintained kitchen including trash disposal and washing of dishes
- Prepared tables and delivered dishes when instructed
- Performs prep work such as washing, peeling, cutting and seeding fruits and vegetables
- Assist in preparing dishes in accordance to safety and regulatory standards
- Stores food in designated areas and adhere to wrapping, dating, and rotation guidelines
- Clean all work areas, equipment, and utensils
- Ensures compliance with company service standards and inventory protocols

***Floor Tech. /Janitorial***

***5 months***

- Inspected grounds daily for trash removal and proper upkeep
  - Cleaned inside and outside windows and building floors
  - Mixed water and detergent in containers properly to prepare chemical cleaning solutions
  - Scrubbed, top-coated, buffed and varnished floors
  - Perform all assigned task in a professional manner in order to reflect the highest integrity of the department
  - Perform cleaning and maintenance of all floors
  - Complete work assignments in timely manner
  - Utilize the appropriate chemicals and supplies according to procedure
  - Use and maintain equipment properly
  - Operate and maintain all equipment correctly and safely
  - Observe safety precaution at all times, uses safety signs "WET FLOOR"
  - Ability to work without normal supervision
  - Report safety hazards as appropriate
  - Perform other duties as required
- 

<b>Tuscan Bean , New York</b>	<b>2013-2018</b>
<b>New York Tech. School</b>	<b>2015</b>
<b>Food Handlers Cert.</b>	<b>2017</b>





**Multiple Choice** (1 point each)

- \_\_\_\_\_ 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 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
- \_\_\_\_\_ 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

## Prep Cooks Test

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- 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

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



**Dishwasher Test**

**Score / 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, 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

