

# Interview Note Sheet

Applicant Information	
Name: <u>Michael Boyd.</u>	Interviewer: <u>Anthony W.</u>
Date: <u>5/30/19</u>	Rate of Pay:
Position (s) Applied for: <u>Prep / Cook / Server</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	<u>11p.</u> /15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p><u>Granite City - Kitchen Manager / Server / Assistant Manager.</u></p> <p><u>Houston - Server.</u></p> <p>Total of _____ in Food Service/Hospitality</p>
P.O.S. Experience: Y / N details: _____

Transportation
Car <input type="checkbox"/> <u>Public Transit</u> <input checked="" type="checkbox"/> Carpool ( Rider / Driver ) <input type="checkbox"/>

Regions Available to work:
Kansas City,KS Overland Park,Kansas Kansas City,MO Independence,MO

Certifications (if any)
TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other <u>FFA</u> <input checked="" type="checkbox"/> <u>Will Submit</u>

Availability
Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only <input type="checkbox"/>

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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# Acrobat

outsourcing

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

First and Last Name: Michael Boyd  
Email: mtboyd2@gmail.com  
Phone number: 816-872-4137

## Working Experience:

Company Name: Talk of the Town  
Dates of Employment: 5/2016 - 10/2018

Job Responsibility:

- Ensure food quality and standards while communicating
- with front of the house staff
- 
- 

Company Name: Houstons  
Dates of Employment: 5/2014 - 5/2016

Job Responsibility:

- Control the guest experience while upselling menu items
- in a teamwork based environment
- 
- 

Company Name: Granite City  
Dates of Employment: 5/2005 - 5/2014

Job Responsibility:

- Control inventory, Prep lists, P&L, Scheduling - communicating with front of house
- 
- 

## Skills

- Teamwork
- Leadership roles
- 
-





ACROBAT OUTSOURCING  
TSC GROUP

## 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 Boyd Date: 5-30-19  
Home Telephone ( 814 ) 872-4137 Other Telephone (     )      
Present Address 100 Jasmine Circle Smithville, MO, 64089  
Permanent Address, if different from present address:      
Email Address mboyd2@gmail.com

### EMPLOYMENT DESIRED

Position applying for: cook Salary desired: 14/hr

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     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?

5-30-19

*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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes\_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
<u>Maple Woods</u>	<u>KCMO</u>		<u>NO</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>YES</u>	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	<u>NO</u>
Special: <u>Word &amp; Excel</u>			



**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 Hereford House 8661 Stoddard Ave KCMO 64153

Type of Business Restaurant Telephone No. ( 816 ) 584-9000 Supervisor's Name \_\_\_\_\_

Your Position and Duties Server

Dates of Employment: From 5-29-19 To present

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

Name and Address of Employer Talk of the Town

Type of Business Restaurant Telephone No. ( \_\_\_\_\_ ) \_\_\_\_\_ Supervisor's Name Jake Fisher

Your Position and Duties Expo - ensure food quality and communication with front of the house

Dates of Employment: From 5-2016 To 10-2019

Reason for Leaving: Moved

Name and Address of Employer Houstons

Type of Business restaurant Telephone No. ( \_\_\_\_\_ ) \_\_\_\_\_ Supervisor's Name Dan Bruschke

Your Position and Duties server - control guest experience while thriving in a teamwork concept

Dates of Employment: From 5-2014 To 5-2016

Reason for Leaving: restaurant closed

Name and Address of Employer Granite City

Type of Business restaurant Telephone No. ( 816 ) 587-3939 Supervisor's Name Gabe Crothers

Your Position and Duties Kitchen Manager - Control inventory, Prep list, P&L, staffing, training & scheduling

Dates of Employment: From 5-2005 To 5-2014

Reason for Leaving: moved

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: Rick Kapke Telephone No. (816) 768-5692

Address \_\_\_\_\_

Occupation: Shift lead Relationship: co-worker Number of Years Acquainted: 18

Name: Jake Fisher Telephone No. (816) 462-9785

Address \_\_\_\_\_

Occupation: Construction Supervisor Relationship: Supervisor Number of Years Acquainted: 12

Name: Dana Lipsky Telephone No. (816) 803-7745

Address \_\_\_\_\_

Occupation: Bar tender Relationship: Co-worker Number of Years Acquainted: 15

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

X 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.

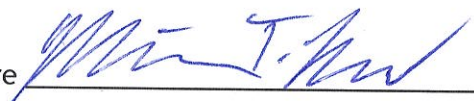
X I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related 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.

X 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.

X 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.

X 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 5-30-19



**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
- 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

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