

# Interview Note Sheet

|                                              |               |
|----------------------------------------------|---------------|
| Applicant Information                        |               |
| Name: Christopher Jones                      | Date: 6/19/19 |
| Position (s) Applied for: Cook / Prep + Line | Referred by:  |
| Interviewer: Kathy                           | Rate of Pay:  |

| Test Scores                                |   |     |   |
|--------------------------------------------|---|-----|---|
| Server                                     | % | /35 |   |
| Prep Cook                                  | % | /15 | 9 |
| Grill Cook                                 | % | /40 |   |
| Dishwasher                                 | % | /10 |   |
| Relevant Experience & Summary of Strengths |   |     |   |
| Bartender                                  | % | /35 |   |
| Barista                                    | % | /15 |   |
| Cashier                                    | % | /15 |   |
| Housekeeping                               | % | /16 |   |

|           |
|-----------|
| Seeking:  |
| Full-Time |
| Part-Time |

*Cook - Prep*  
*Prep Bt Line*  
*Theresa Wt.*  
*Cook, Cashier, Dish, Utility*

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

P.O.S. Experience: ☒ Y / ☐ N details:

Transportation: Public Transit

Regions Available to work: Carpool ( Rider / Driver )

Certifications (if any): Kansas City, KS Overland Park, Kansas Kansas City, MO Independence, MO

TIPS: LEAD Other TH Will Submit

Availability: Open AM only PM only Weekdays only Weekends only

Uniforms Owned: Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie

Could you recommend this applicant for Acrobat Academy? Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: Other Languages Spoken:

Taborca ID: \_\_\_\_\_  
Date of Hire: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Re-Act: \_\_\_\_/\_\_\_\_/\_\_\_\_

- ☐ E-verify
- ☐ Hire Right EE
- ☐ Hire Right Internal (upload any list A docs)
- ☐ Notice to Employee Completed
- ☐ Added to Orientation Time Sheet
- ☐ Background Check
- ☐ New Hire List (All fields)
- ☐ Check Taborca Profile (All fields)
- ☐ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card
- ☐ Presented
- ☐ Emailed

Re Act employee set up (See Re Act Process for more detail)

- ☐ File and 19 pulled (new one created/done in Hire Right if old ones are gone)
- ☐ Re-Act onboarding
- ☐ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- ☐ Complete Notice to Employee with updated pay if necessary
- ☐ Verify pay option
- ☐ Run new BGC if more than 1 year since last shift worked
- ☐ New orientation/place on time sheet if it's been over a year since last shift
- ☐ New Hire List it's been over a year since last shift
- ☐ Delete employee from the INA/TER spreadsheet if they are on it

## 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 Christopher Date: 09/14/19  
Home Telephone ( 816 ) 309-5941 Other Telephone ( )  
Present Address 1441 Elmwood Ave  
Permanent Address, if different from present address:  
Email Address Christopher Jones@sigynmail.com

### EMPLOYMENT DESIRED

Position applying for: server / food 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): Indirect  
Referral ☐ Name of Referral \_\_\_\_\_  
Company Website ☐ Other Web Posting ☐ Other Source ☐  
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?

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<br>HOURS<br>AVAILABLE<br>DAILY                                                                          | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------------------------------------------------------------------------------------------------------------|--------|--------|---------|-----------|----------|--------|----------|
| AM                                                                                                              | open   | open   | open    | open      | open     | open   | open     |
| PM                                                                                                              | open   | open   | open    | open      | open     | open   | open     |
| Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>No</u> |        |        |         |           |          |        |          |

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 | DID YOU GRADUATE? |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------|
| Central                                                                                                                                                                                      | Kansas City, Mo | High school     | yes               |
| Do you have any special licenses, certificates or special training? If so please list under "Special".                                                                                       | YES             | YES             | (NO)              |
| Are you computer literate? If so, list software knowledge under "Special."                                                                                                                   | YES             | YES             | (NO)              |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."                                                                                               | YES             | 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             | 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 \_\_\_\_\_  
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: \_\_\_\_\_

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: \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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 Chad Miller, Jr. Date 9/19/19

**Prep Cooks Test**

Score **9** / 20

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

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

# Christopher Jones

## Crew Member

Kansas City, MO

[christopherjones2997\\_t9z@indeedemail.com](mailto:christopherjones2997_t9z@indeedemail.com)

18163095961

Seeking a position as warehouse worker to assist with inventory, receivables and shipping as well as maintenance.

## Work Experience

### Cook

Brewingz - Houston, TX

April 2019 to June 2019

prep cook for a fine restaurant I love the job it help me learn a lot while I was there rather it was temporary or not

### Crew Member

Popeye's - Kansas City, MO

July 2018 to December 2018

Prep food under fast-pace environment and high standards of Popeye's  
Held accountable for learning, understanding, and working based on the company's mission  
Main position to serve guests in front line according to Popeye's guidelines  
Provided friendly customer service  
Helped open and close restaurant  
Involved with interviewing new potential employees

### Crew Member

King, TX

February 2018 to June 2018

Prepared meals and served them  
Assisted clients in trying our new specials or new meals  
Listened to the customers in case they had a problem  
Observed the work area to make sure everyone was satisfied and the store was clean

### Team Member

Stadium, Missouri

January 2017 to August 2017

Correctly guided traffic through work zones safely.  
Used proper communication and non-verbal signals with motorists.  
Used radio frequency equipment to complete assigned tasks.  
Set up and break down of multiple work areas and zones.  
Reported daily to dispatch for various assignments.

### Team Member

Rue21, Missouri

June 2016 to January 2017

Greeted customers while offering super customer service attention and maintained store cleanliness  
Took customer orders and completed transactions on the cash register  
Timely manner prepared, cooked, bagged, and served food  
Followed store safety policies and health regulations

### **Warehouse Worker**

Legat Plate, Missouri  
February 2015 to December 2015

Inspected equipment- lights, hoses, equipment connections, pumps; ensure deficiencies are corrected to ensure  
compliance with regulations and policies.  
Delivered safety equipment to various job sites at the Shell Refinery.  
Operated equipment in accordance with all policies, regulations, procedures to ensure safe and productive

### **Crew Member**

McDonalds  
January 2013 to May 2014

Performed cashier duties at McDonald's  
Stored food in designated containers and storage areas to prevent spoilage.  
Portioned and wrapped food, or placed it directly on plates for service to patrons.  
Placed food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.  
Scraped leftovers from dishes into garbage containers.

### **Backroom Team Member**

Savers/Value Village  
April 2011 to December 2012

Provide customer service and assist every guest  
Greet guests upon store entry and exit  
Respond to phone calls and help locate items in store with sometimes no item SKU  
Work within the sales and support team to generate revenue and long-term account goals while building customer relationships  
Ensure high levels of customer satisfaction and provide stylish alternatives that the customer may want

### **Education**

### **High school or equivalent**