

Interview Note Sheet

Applicant Information

Name: <u>James Hawthorne</u>	Interviewer: <u>Amanda Davis</u>
Date: _____	Rate of Pay: <u>\$11.15</u>
Position (s) Applied for: <u>Cook</u>	Referred by: _____

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	<u>40</u> /40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:

☒ Full-Time

☐ Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Jims Crabby Cupcakes
- Cook 2018 - Current.

Leggetts - Cook. 2019 - Current.

P.O.S. Experience: Y / N details: _____

Transportation

☒ Car

☐ Public Transit

☐ Carpool (Rider / Driver)

Regions Available to work:

Max travel 1 hr.

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: _____

Grill Cooks Test

Score 35 / 40

Multiple Choice Test (1 point each)

87%

- 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
- C 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
- B 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
- A 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
- C 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
- I 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
- B 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

C

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) A gallon is equal to _____ ounces

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

B

13) How many cups are in a quart?

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

C

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

B

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

C

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

C

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

- B 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)

1:1 ratio of flower & Fat.

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

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

1. Bechamel
2. Tomato
3. Veloute
4. Hollandaise
- ~~5.~~

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

to rub grill with fat to prevent from sticking.

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

Yolks, butter, water, lemon, Tabasco.

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>

Tue 9/24/2019 2:16 PM

To: Team New Jersey <newjersey@acrobatoutsourcing.com>

Employment Application New Jersey

First Name	James
Last Name	Hawthorne
E-mail Address	jimscrabbycupcakes@gmail.com
Phone	973-934-0082
Address	378 Howe Ave
Unit or Number	2
City, State	Passaic
Zip Code	07055
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Cook
Are you applying for:	Full-Time
When can you start?	09-30-2019
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work?	Monday PM Tuesday PM Wednesday PM Thursday PM Friday PM Saturday PM Sunday PM
Select all that apply:	
Do you have any	Have a party weekend of 10/27 10/28

label under
"Special")

Are you currently
employed? Yes

Can we contact your
current employer? Yes

Name and Address
of Employer Jim's Crabby Cupcakes

Type of Business food

Phone Number 973-773-0415

Your Position &
Duties Owner everything

Date of Employment
(from/to): 08/16/2018

Reason for Leaving Not making much money

Still Employed: Yes

Name and Address
of Employer Uber

Your Position &
Duties Driver

Date of Employment
(from/to): 02/28/2019

Reason for Leaving To many miles on my car

Still Employed: Yes

Name and Address
of Employer Leggetts
Manasquan N.J

Type of Business Bar

Your Position &
Duties Cook

everything

Date of Employment
(from/to): 05/23/2005

Reason for Leaving To far

Still Employed: No

Have you ever been
fired from a
previous place of

employment? If yes,
please explain:

First Name	Bob
Last Name	Shana
E-mail Address	jimboat22@aol.com
Phone	973-668-8487
Relationship:	Friend
Years Acquainted:	20
First Name	Pat
Last Name	McVeght
Phone	973-464-7962
Relationship:	Friend
Years Acquainted:	35
First Name	John
Last Name	Puff
Phone	732-575-6934
Relationship:	Work and friend
Years Acquainted:	15

I hereby certify that I (Checked box indicates acknowledgement)
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 ☒ (Checked box indicates acknowledgement)
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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

Acrobat
Outsourcing is an
at-will employer. I
understand that
nothing contained

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

Applicant Digital
Signature (Type Name): James Hawthorne

Date: 09-24-2019

You can [edit this submission](#) and [view all your submissions](#) easily.

planned vacations
or extended leave in
the next 12 months?
(If no, leave blank)

Have you ever
applied to or
worked for Acrobat
before? No

If hired, would you
have reliable means
of transportation to
and from work? Yes

If hired, can you
present evidence of
your legal right to
live and work in this
country? Yes

Are you able to
perform the
essential functions
of the job for which
you are applying? Yes

Name of School Wm Patterson

City & State Wayne N.J

Grade/Degree no

Graduated? No

Do you have any
special licenses? (If
so, label under
"Special") No

Are you computer
literate? (If so, label
which programs
under "Special") Yes

Are you proficient
with Point of Sale
systems? (If so, label
which under
"Special") No

Do you have any
experience, training,
qualifications or
special skills? (If so, Yes



Case Verification Number: 2019267191614LG

Report prepared: 09/24/2019

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: James J. Hawthorne

Date of Birth: 10/22/1959

U.S. Social Security Number: ***-**-2255

Employee's First Day of Employment: 09/24/2019

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: *****0596

Expiration Date: 12/31/2021

State: New Jersey

List C Document: Social Security Card

Case Information

Case Status: Closed

Case Submitted By: Amanda Devine

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized Auto Close