



# ACROBAT OUTSOURCING

## TSC GROUP

Michael Capone

Taborca ID: 53803

Date of Hire: 09/30/2019

Date of Re-Act:   /  /  

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

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

- File and I9 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

# Michael Capone

## **Line Cook - Indian Trail Club**

Wanaque, NJ 07465

michaelcapone92\_8vq@indeedemail.com

201-873-5966

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## Work Experience

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### **Line Cook**

Indian Trail Club - Franklin Lakes, NJ

2017 to Present

- Manage grill station
- Work on the hot line as a cook
- Cook and prepare a la carte restaurant foods such as flat bread pizzas, steaks, burgers, chicken sandwiches, and fish
- Create saute and other dinner specials

### **Extern**

Indian Trail Club - Franklin Lakes, NJ

2018 to 2019

- Prepare salad stations (e.g. lettuce, toppings, dressings, utensils)
- Ensure all the main courses like chicken wings, meats, and pasta are fresh and ready to eat
- Slice cheeses, blend sauces, and make guacamole

### **Cook**

Indian Trail Club - Franklin Lakes, NJ

2015 to 2016

- Cook for the snack bar
- Make burgers, hot dogs, chicken tenders, french fries, and fried food
- Manage the food truck in the parking lot of the establishment

### **Banquet Prep Cook**

Indian Trail Club - Franklin Lakes, NJ

2015 to 2015

- Wash dishes to gain experience and knowledge of the industry
- Portion the starches (e.g. potatoes)
- Sear steaks
- Cut, season, and marinate proteins for dinners
- Prepare all parts of the dinner

### **Driver and Route Planner**

Wayne Meats - Wayne, NJ

2012 to 2015

- Handle several types of meats (e.g. beef, poultry, pork, deli meats, and exotic meats (e.g. cow tongue)).

- Create routes for the meat deliveries in the New Jersey and New York area
- Ensure inventory was accounted for
- Deliver meat in a timely manner according to the requested time and date
- Read check in and check out bills

### **Substitute Teacher**

Fair Lawn Board of Education - Fair Lawn, NJ

2011 to 2012

- Follow plans developed by teachers to ensure a safe learning environment for students
- Enforce school policies and aid in classroom situations
- Tend to the social and emotional needs of students

### **Host and Barback**

Applebees - Hackettstown, NJ

2009 to 2010

- Greet diners and seat according to restaurant seating chart and protocol
- Clean, bus, and set up tables
- Set up and clean up restaurant
- Assist with bar orders by getting ice and bottles, and cleaning glassware

## Education

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### **Associates Degree in Hospitality and Management**

Bergen Community College - Paramus, NJ

### **Bachelor of Arts in Criminal Justice**

Centenary University - Hackettstown, NJ

## Skills

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Line cook, Team Player, Baking, kitchen, Cooking, Knife skills, training, Management, Chef

# Interview Note Sheet

## Applicant Information

Name: <u>Michael Capone</u>	Interviewer: <u>Amanda Devine</u>
Date: <u>9/30/19</u>	Rate of Pay: <u>\$15 line, prep, grill.</u>
Position(s) Applied for: <u>Line Prep Cook. Grill.</u>	Referred by: <u>Indeed.</u>

## Test Scores

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

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

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

Delivery

- Indian Trail - 2017- Present (line)
- Indian Trail - Prep 2015
- Applebees - host 2009-2010.

Max travel: 1 hour.

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work

## 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: \_\_\_\_\_

**Re: Employment Application New Jersey**

JotForm &lt;noreply@jotform.com&gt;

Mon 9/30/2019 2:26 PM

To: Team New Jersey &lt;newjersey@acrobatoutsourcing.com&gt;

**Employment Application New Jersey**

First Name	michael
Last Name	capone
E-mail Address	mike.capone58@gmail.com
Phone	2018735966
Address	10 j brook side hights
Unit or Number	10 j
City, State	wanaque
Zip Code	07465
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?	10-14-2019
Can you work overtime?	Yes
How did you hear about us?	Social Media
What days/times can you work?	Monday AM Tuesday AM
Select all that apply:	Wednesday AM Thursday AM Friday AM
Do you have any planned vacations or extended leave in	my friend is getting married in july and i am the best man along with my other friend is getting married in semptember which i am the best man

the next 12 months?

(If no, leave blank)

Have you ever  
applied to or  
worked for Acrobat  
before?

Yes

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

Bergen Community college

City & State

Paramus new jersey

Grade/Degree

Associates Degree hospitality and management

Graduated?

Yes

Do you have any  
special licenses? (If  
so, label under  
"Special")

Yes

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,  
label under  
"Special")

No

Special: i have my serve safe license

Are you currently employed? Yes

Can we contact your current employer? No

Name and Address of Employer Indian trail club 830 franklin lake road franklin lakes nj 07417

Type of Business restaurant and country club

Phone Number 201 891 4480

Your Position & Duties line cook, banquet cook, Extern, food truck cook,

Date of Employment (from/to): 6/15/15 to present

Reason for Leaving would like more of a normal life style and work week

Still Employed: Yes

Name and Address of Employer Wayne meats 2234 Hamburg turn pike

Type of Business meat industry

Phone Number 9738350211

Your Position & Duties driver and route planer

Date of Employment (from/to): 9/20/12 to 5/29/15

Reason for Leaving to start my carer as a cook

Still Employed: No

Name and Address of Employer fair lawn bored of ed 37-01 fair lawn ave

Type of Business school

Phone Number 201 794 5500

Your Position & Duties substitute teacher

Date of Employment (from/to): 9/10/11 to 6/20/12

Reason for Leaving found a full time job

Still Employed: No

First Name A.J  
Last Name Belluardo  
E-mail Address Ajbelluardo@yahoo.com  
Phone 6467840346  
Relationship: he is one of my bosses  
Years Acquainted: 4

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.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing to thoroughly

(Checked box indicates acknowledgement)

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  (Checked box indicates acknowledgement) 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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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): Micheal Capone

Date: 09-30-2019

You can edit this submission and view all your submissions easily.

Multiple Choice (1 point each)

D 

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 blanche 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

80°

C 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

B ~~X~~ 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

C ~~X~~ 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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Q

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.  
Chop.



## Case Verification Number: 2019273195858KK

Report prepared: 09/30/2019

### Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

### Employee Information

Name: Capone E. Michael

Date of Birth: 10/03/1988

U.S. Social Security Number: \*\*\*-\*\*-5904

Employee's First Day of Employment: 09/30/2019

Citizenship Status: U.S. Citizen

### Document Information

List A Document: U.S. Passport or Passport Card

Document Number: 592406290

Expiration Date: 12/20/2028

### Case Information

Case Status: Closed

Case Submitted By: Amanda Devine

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized Auto Close