



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

Work Experience

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

Associates Degree in Hospitality and Management

Bergen Community College - Paramus, NJ

Bachelor of Arts in Criminal Justice

Centenary University - Hackettstown, NJ

Skills

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: |
|------------------|
| <u>Full-Time</u> |
| Part-Time |

| Relevant Experience & Summary of Strengths |
|--|
| <p><i>Delivery</i></p> <p><i>Total of _____ in Food Service/Hospitality</i></p> <ul style="list-style-type: none"> - Indian Trail - 2017- present (line) - Indian Trail - Prep 2015 - Applebees - host 2009-2010. <p><i>max travel: 1 hour.</i></p> |

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

| Transportation |
|--|
| <input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool (Rider / Driver) |
| Regions Available to work: |
| |

| Certifications (if any) |
|--|
| TIPS <input checked="" type="radio"/> Serv-Safe <input type="radio"/> LEAD <input type="radio"/> Other _____ <input type="radio"/> Will Submit |

| Availability |
|---|
| <input checked="" type="radio"/> Open <input checked="" type="radio"/> AM only <input type="radio"/> PM only <input checked="" type="radio"/> Weekdays only <input type="radio"/> Weekends only |
| Details: _____ |

| Uniforms Owned: |
|--|
| Bistro <input type="radio"/> Black Bistro <input type="radio"/> Tuxedo <input type="radio"/> 1/2 Tuxedo <input type="radio"/> Black Vest <input checked="" type="radio"/> Long Black Tie <input type="radio"/> |
| Chef Coat <input type="radio"/> Chef Pants <input type="radio"/> Knives <input checked="" type="radio"/> Black Pants <input checked="" type="radio"/> Non-Slip Shoes <input checked="" type="radio"/> Bow Tie <input type="radio"/> Other: _____ |

| | | |
|---|-----------------------|-------------------------|
| Would you recommend this applicant for Acrobat Academy? | Convention Candidate? | Other Languages Spoken: |
| | | |

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>

Mon 9/30/2019 2:26 PM

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

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 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 (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 (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
- 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
- U 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

80%

Prep Cooks Test

- 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 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 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

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

Q 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