

Name: Kimberly Stapleton

Taborca ID: 53835

Date of Hire: 10/1/19

Date of Re-Act: / /

New employee set up

☒ E-verify

☒ Hire Right EE

☒ Hire Right Internal (upload any list A docs)

☒ Direct Deposit (Scan to Payroll) and/or

☒ Global Cash Card -- complete the form &

☐ have EE sign

☐ Notice to Employee Completed

- ☐ Added to Orientation Time Sheet
- ☐ Attended New Hire Orientation
- ☐ Background Check
- ☐ New Hire List (All fields)
- ☐ Check Taborca Profile (All fields)
- ☐ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card

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

- ☐ File and is pulled (new one created/done in Hire Right if old ones are gone)
- ☐ Re-Act onboarding if initially hired before 1/1/16
- ☐ Check W4
- ☐ Check all demographic info and availability
- ☐ Check for skills tests, app, FHG, 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 (notify payroll) and take steps to Re-Act any old pay options still current
- ☐ 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 (all fields)
- ☐ Delete employee from the IMA/TER spreadsheet if they are on it

could you recommend this applicant for Acrobat Academy?

Chef Coat
Bistro
Black Bistro
Chef Pants
Knives

Tuxedo
1/2 Tuxedo
Black Vest
Non-Slip Shoes
Bow Tie
Other:
Long Black Tie
Other Languages Spoken:

Convention Candidate?

Black Pants

Details:
Performances (if any)

Open

TIPS

Certifications (if any)

Serv-Safe

LEAD

Other

Will Submit

Kansas City, KS

Overland Park, Kansas

Kansas City, MO

Independence, MO

Regions Available to work

Public Transit

Carpool (Rider / Driver)

Car

Transportation

details:

Y

N

Applebees
cook & serve

Cracker Barrel
prep cook 2 years

Total of

In Food Service/Hospitality

Relevant Experience & Summary of Strengths

Server	/35	% Bartender	/35	%
Prep Cook	/15	% Barista	/15	%
Grill Cook	/40	% Cashier	/15	%
Dishwasher	/10	% Housekeeping	/16	%

Test Scores

prep cook - boister

Position (s) Applied for:

Date:

Kimberly Stapleton
10-1-19

Interviewer:

Rate of Pay: \$13

Referred by:

Interview Note Sheet

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

Kimberly Stapleton

Peculiar, MO

kimberlystapleton43_35p@indeedemail.com

Work Experience

Shift Manager

Raising Canes - Belton, MO

June 2019 to September 2019

What we do serve the perfect box fast friendly clean an have FUN

Manager

McDonald's

March 2017 to December 2018

My job as a manager was to help customers, an meet guests needs.

Also to complete inventory an track waste.

To keep labor at a stable percentage, an to keep employees on track an focused.

Sever/Cook

Applebee's - Belton, MO

April 2014 to February 2017

My job as a server was to help guests, deliver fresh an hot food, provide friendly service an meet

guests needs. Complete side work an be a team player. I also cross trained to work as a cook where I

prepped an prepared presentable an quality food.

Wendy's Crew

Wendy's - Belton, MO

May 2011 to March 2014

My first position at Wendy's was a crew member, then I worked my way up to shift lead where I

learned to meet guests needs help others on my team, have a sense of urgency an show great

hospitality

Education

High school diploma

Skills

Customer Service (5 years), Management (4 years), Server (2 years), Cook (2 years), Shift Supervisor, Food Service, Shift Lead

Certifications/Licenses

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 Kimberly Anne Stapleton Date: 10/1/2019
Home Telephone () (913) 206-6186
Present Address 102 E Margis Apt C Belton mo 64012
Permanent Address, if different from present address: 181231K@gmail.com
Email Address

EMPLOYMENT DESIRED

Position applying for: Any
Are you currently registered with any staffing and/or employment agencies? If so, please list
Salary desired: 13.15 \$

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
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 HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	8	8	8	8	8	8	8
PM	6	6	6	6	6	6	6
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 ☐ 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?
Belton High	Belton mo	HSD	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".			
Are you computer literate? If so, list software knowledge under "Special."			
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."			
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."			
Special:		YES	NO

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 Cracker Barrel
Type of Business Restaurant Telephone No. ()
Your Position and Duties Prep items / label food F.I.F.O
Supervisor's Name Chris Smith

Dates of Employment: From 8/16 To 9/18

Reason for Leaving: N/A

Name and Address of Employer Applebee's

Type of Business Telephone No. (816) 3189003
Your Position and Duties Look on line (mid) Bar on my side
Serve food + help guest
Supervisor's Name Shelly Ellis

Dates of Employment: From 6/14 To 8/15

Reason for Leaving: N/A

Name and Address of Employer
Type of Business Telephone No. ()
Your Position and Duties
Supervisor's Name

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: Cathy Linzie Address: 518 Cedar Belton mo Telephone No. (816) 588-9405
Occupation: GM Relationship: boss Number of Years Acquainted: 2

Name: Robert Address: N/A Telephone No. (816) 252-0541
Occupation: SM Relationship: Manager Number of Years Acquainted: 2

Name: Melissa Hadlock Address: N/A Telephone No. (916) 349-4177
Occupation: _____ Relationship: co-worker Number of Years Acquainted: 2

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 Acrobot 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 Acrobot 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.

Acrobot 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 Kennedy Steyer Date 10/11/19

Prep Cooks Test

Score 15 / 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 seven 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) Chop : to cut into very small pieces when uniformity of size and shape is not important.