

Interview Note Sheet

General

Applicant Information	
Name: Kyera Campbell	Position (s) Applied for:
Date: 10/22	
Interviewer: Anthony W.	Referred by:
Rate of Pay:	

Test Scores		Seeking:	
Server	/35	%	Full-Time
Prep Cook	/15	%	Part-Time
Grill Cook	/40	%	
Dishwasher	/10	%	
	%		
Barkeeper	/10	%	
Cashier	/10	%	
Housekeeping	/16	%	

Relevant Experience & Summary of Strengths			
Total of Experience in Food Service/Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
Get the job done Treat them like you want			

P.O.S. Experience: ☒ Y ☐ N details:	Regions Available to work:
Transportation	Availability
Bath Bus + Car FH - will submit	Other Languages Spoken:
Uniforms Owned: Bistro White Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Other:	Recommendations: Acrobat Academy Lead Academy

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	Don Bosco Charter	CITY & STATE	ICMCO, WA 130	GRADE OR DEGREE	COMPLETED	DID YOU GRADUATE?
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES	12th	428	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	NO
Are you computer literate? If so, list software knowledge under "Special."	YES			Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	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 Cawley News 915 Delamar Rd
Type of Business Newspaper
Telephone No. (913) 931-3222
Your Position and Duties stock or pull
Supervisor's Name Ron

Dates of Employment: From 05/18 To 10-22-19
Reason for Leaving: new company

Name and Address of Employer Nextstaff
Type of Business hotel
Telephone No. (816) 221-8120
Your Position and Duties prep/breakfast cook
Supervisor's Name MOE

Dates of Employment: From 3-19 To 7-19
Reason for Leaving: hours changed at County

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: Felisha Vassh Telephone No. (412) 432-1019

Address: N/A

Occupation: Telemarketing Relationship: coworker Number of Years Acquainted: 5 yrs

Name: Raegana Bayars Telephone No. (814) 977-7026

Address: 4510 Park Lincoln

Occupation: GOOL Relationship: boss Number of Years Acquainted: 25 yrs

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 Steven Campbell Date 10-22-19

Prep Cooks Test

Score

/ 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 cut 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) Dish & Bulgarian are the basic seasoning ingredients for all savory recipes.

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

Acrobat

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First and Last Name: Lyra Campbell
Email: lyra.campbell@acrobatsourcing.com
Phone number: 816-822-4110

Work History:

Company Name: Cowley News
Dates of Employment: 5/18 - 10-19
Job Responsibility:

Stock
pull

Company Name: Next Staff
Dates of Employment: 8-19 - 7-19
Job Responsibility:

prep
code
clean

Company Name:
Dates of Employment:
Job Responsibility:

Skills

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