

Interview Note Sheet

General

Applicant Information	
Name: <u>Jamie Jo Henson</u>	Position (s) Applied for: <u>Prep/Cash/Server</u>
Date: <u>11/11/2019</u>	Referred by:
Interviewer: <u>Anthony W.</u>	Rate of Pay:

Test Scores				
Server	/35	%	Bartender	/30
Prep Cook	<u>20</u> /15	%	Barista	/10
Grill Cook	/40	%	Cashier	<u>14</u> /10
Dishwasher	/10	%	Housekeeping	/16

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

Relevant Experience & Summary of Strengths			
Total of <u> </u> 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:
<u>Starbucks. Working w/ manager. live long. kept calm.</u>	<u>Bea Hmo. go thing w/ Ida just more social.</u>	<u>Try to be polite, hear know what some body is getting thru strong than blue</u>	

P.O.S. Experience: <u>Y</u> / N details:	Transportation
<u>Dir</u>	Certifications (if any)
<u>FA - will submit</u>	Uniforms Owned:
☐ Bistro White ☐ Black Bistro ☐ Tuxedo ☐ 1/2 Tuxedo ☐ Black Vest ☐ Long Black Tie ☐ Other:	☐ Chef Coat ☐ Chef Pants ☐ Knives ☐ Black Pants ☐ Non-Slip Shoes ☐ Bow Tie
Recommendations:	Acrobat Academy
Lead Academy	
Regions Available to work:	Availability
Other Languages Spoken:	

Cashier Test Score 14/15

- 1) A roll of quarters is worth? B
 a) \$5.00
 b) \$10.00
 c) \$15.00
 d) \$20.00
- 2) A roll of dimes is worth? A
 a) \$5.00
 b) \$4.00
 c) \$3.00
 d) \$2.00
- 3) A roll of nickels is worth? D
 a) \$8.00
 b) \$6.00
 c) \$4.00
 d) \$2.00
- 4) A roll of pennies is worth? C
 a) \$1.00
 b) \$0.75
 c) \$0.50
 d) \$0.25
- 5) What does POS stand for? E
 a) Patience over standards
 b) Percentage of sales
 c) Point of sales
 d) People over service
- 6) What is the current sales tax rate in your city? ?
 a) \$4.06
 b) \$2.06
 c) \$7.06
 d) \$5.06
- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back? C
 a) \$4.06
 b) \$2.06
 c) \$7.06
 d) \$5.06
- 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back? B
 a) \$19.50
 b) \$14.50
 c) \$9.50
 d) \$4.50
- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back? D
 a) \$6.00
 b) \$8.00
 c) \$10.00
 d) \$12.00
- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back? B
 a) \$78.50
 b) \$58.50
 c) \$38.50
 d) \$28.50

Cashier Test Score / 15

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21

14) What are the acceptable forms of ID for alcohol purchases?

Driver's Lic

15) How many \$20 bills are in a bank band?

1,000

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 Jamie Jefferson Date: 11/1/19
Home Telephone (810) 728-5023 Other Telephone ()
Present Address 4400 Meridian Ave
Permanent Address, if different from present address:
Email Address jamie.jefferson@acrobats.com

EMPLOYMENT DESIRED

Position applying for: Any Salary desired: 15.00 hr
Are you currently registered with any staffing and/or employment agencies? If so, please list N/A

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☐ No ☐
Temporary work, e.g., summer or holiday work? Yes ☐ No ☐
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? 11/12/19

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	AM	PM	Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:			
SUNDAY	—	2:00				
MONDAY	7:30	7:30				
TUESDAY	7:30	7:30				
WEDNESDAY	7:30	7:30				
THURSDAY	7:30	7:30				
FRIDAY	7:30	7:30				
SATURDAY						

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?
Southwest High School	Tempe	High School	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".	Yes	Yes	Yes
Are you computer literate? If so, list software knowledge under "Special."	Yes	Yes	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	YES	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: CAD, drawing, math, word, excel etc.			

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 _____
Type of Business _____ Telephone No. () _____
Your Position and Duties _____
Supervisor's Name _____
Dates of Employment: From Mar 19 To Jul 19
Reason for Leaving: _____

Name and Address of Employer Modot
Type of Business Construction Telephone No. (810) 607-2000
Your Position and Duties Construction Tech
Supervisor's Name Jacob
Dates of Employment: From Jul 19 To Feb 19
Reason for Leaving: better opp.

Name and Address of Employer DOC
Type of Business Prison Telephone No. () _____
Your Position and Duties Correctional Officer
Supervisor's Name _____
Dates of Employment: From Jul 17 To Apr 18
Reason for Leaving: _____

Name and Address of Employer Starbucks
Type of Business _____ Telephone No. () _____
Supervisor's Name _____

List below three persons not related to you who have knowledge of your work performance within the last three years.

Have you obtained any special skills or abilities as the result of service in the military? ☐ Yes ☒ No

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leave is: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

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 _____ Date 11/11/19

Acrobat

outsourcing
Your Hospitality Staffing Professionals
665 Third St., Suite 435 • San Francisco, CA 94107

First and Last Name: James Jefferson
Email: JamesJ@outlook.com
Phone number: 415 778 5073

Working Experience:

Company Name: Model
Dates of Employment: March 2019
Job Responsibility:

- Supervise work
- Buy contracts
- Work with work orders

Company Name: DOC
Dates of Employment: July 2018 - Feb
Job Responsibility:

- Work 100+ hours
- Count
- Keep safety

Company Name: Starbucks
Dates of Employment: April July 17
Job Responsibility:

- Make the various drinks
- Clean

Skills

- Computer
- Communication
- Teamwork
- Analytical thinking

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Prep Cooks Test

Score 20 / 20

Multiple Choice (1 point each)

- 1) d A gallon is equal to _____ ounces
 - a. 56
 - b. 145
 - c. 32
 - d. 128
- 2) c Mesclun are what type of vegetable?
 - a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- 3) b What does the term braise mean?
 - a. Sea - 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) b 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) a 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) c Which of the following ingredients would you pack before measuring?
 - a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- 7) d What is Al Dente?
 - a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- 8) a 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.