

Interview Note Sheet

Cook

Applicant Information	
Name: Roy Hunter	Position (s) Applied for: Prep/Cook/Server
Date: 11/13/19	Referred by: Willis
Interviewer: Andy W.	Rate of Pay:

Test Scores		Seeking:	
Server	/35	Full-Time	
Prep Cook	12 /15	Part-Time	
Grill Cook	/40		
Dishwasher	/10		
%			
Bartender	/30		
Barista	/10		
Cashier	/10		
Housekeeping	/16		
%			

Relevant Experience & Summary of Strengths			
Total of Experience in Food Service/Hospitality			
Tell us about your formal training as a cook?	Worked for cook and youth shelter.	Tell me about your knife handling skills?	Yes
Tell me about a time you made a mistake while preparing ingredients. How did you correct it and what did you learn?	Learned you mistakes	Tell me about a time you helped others for youth.	2002-13 Regular Cooking
Notes:			

P.O.S. Experience: Y / N details:	Regions Available to work:	Other Languages Spoken:
Transportation	Availability	
Certifications (if any)		
Uniforms Owned:	Recommendations:	
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	Acrobat Academy Lead Academy

Acrobat

Your Hospitality Staffing Professionals
665 Third St., Suite 425 • San Francisco, CA 94107

First and Last Name: Roy Hunter
Email: RoyHunter@acrobatsourcing.com
Phone number: 405-537-5624

Working Experience:

Company Name: Harveywell Integrated
Dates of Employment: 2015 - 2019
Job Responsibility: Retail Blueprints - Team Lead
• Retail Blueprints
• In-store machine
• Heavy lifting
• Forklift
Company Name: CC Manufacturing
Dates of Employment: 2013 - 2015

Job Responsibility: Operator
• Machine
• Checked for quality of parts
• Team Lead
Company Name: RTA
Dates of Employment: 2009 - 2013

Job Responsibility: Door to Door Sales
• Inventory
• Material handling

Skills

• Forklift
• OSHA

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 Roy Hunter Date: 11/13/2019
Home Telephone (405) 537-5624 Other Telephone () _____
Present Address 1014 Bristol Ave
Permanent Address, if different from present address: _____
Email Address Roy.Hunter@acogmail.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: 15.00
Are you currently registered with any staffing and/or employment agencies? If so, please list NO

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 Ahmed Willis ☐ Newspaper ☐ Job Fair ☐ Agency ☐
Company Website ☐ Other Web Posting ☐ Other Source ☐
Could you work overtime, if necessary? Yes ☒ No _____ If hired, on what date could you start working? 11/15/2019

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	7:00	7:00	7:00	7:00	7:00	7:00	7:00
PM	7:00	7:00	7:00	7:00	7:00	5:30	5:30
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 Ahmad Willis

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?
Washington High School	Kansas City, Kansas	3.0 B+	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES		(NO)
Are you computer literate? If so, list software knowledge under "Special."	YES		(NO)
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)		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 Honeywell Intelligent / 19510 Batts Rd.
Type of Business Manufacturing Telephone No. (408) 559-6880 Supervisor's Name Eric Ruppel
Your Position and Duties Building and trouble shooting machinery reading blue prints

Dates of Employment: From 2015 to 2014
Reason for Leaving: Out of work layoff

Name and Address of Employer _____

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

Dates of Employment: From 2013 to 2015

Reason for Leaving: went out of business

Name and Address of Employer EC Manufacturing Spokane KS

Type of Business _____ Telephone No. () 1/12 Supervisor's Name Dennis
Your Position and Duties operated robots that manufactured cigarettes

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: NO

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No X
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: Alfonso Montgomery Telephone No. (86) 651-6741

Address: _____
Occupation: Mechanical Installer Relationship: Co-worker Number of Years Acquainted: 8

Name: Shakar Ridgell Telephone No. (75) 203-6708

Address: _____
Occupation: Mechanical Installer Relationship: Co-worker Number of Years Acquainted: 10

Name: Alfonso Hunter Telephone No. (913) 707-2092

Address: _____
Occupation: Business Manager Relationship: Boss Number of Years Acquainted: 20

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.

Date _____

11/13/2014

Prep Cooks Test

Score 12 / 20

Multiple Choice (1 point each)

- 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
 B
- 6) Which of the following ingredients would you pack before measuring?
 a. Olive Oil
 b. Salt
 c. Brown Sugar
 d. White Sugar
 A
- 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
 B

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 & spices are the basic seasoning ingredients for all savory recipes.

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