

# “Oliver’s Kitchen” Culinary Arts Training Program Student Application

*(A Program of the Chicago Anti-Hunger Federation)*

This preliminary application form will be reviewed by Oliver’s Kitchen staff. Applicants will be scheduled for an interview at our training center located at 4345 W. Division, Chicago, IL 60651. We will contact you by phone or mail if you are selected to interview so please give us a phone number where we can reach you and an accurate mailing address. Please complete this form and return it to Donna Greer, Training Coordinator, Oliver’s Kitchen, 4345 W. Division, Chicago, IL 60651, or call Ms. Greer (773) 252-3663, ext 113, if you have any questions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Present Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone number: \_\_\_\_\_ at:  Home  Shelter  Neighbor  Relative  
 Other (Please tell us where) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

How far did you go in school?  less than 8<sup>th</sup> grade  8<sup>th</sup> grade graduate  some high school  
 high school graduate  some college  college graduate

Have you gone through a screening process, educational evaluation, or job readiness program?  Yes  
 No

If yes, please attach the results to this application, or be prepared to sign a release to enable the agency you are with to send them to CAHF.

Are you now or have you been ( in the last two years ):

Homeless  On Public Assistance\_\_

On SSI  In a Transitional or second stage housing program

Who told you about the program? \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone #: \_\_\_\_\_

We will contact the person who referred you to the program to let them know if you are accepted.

Why are you interested in training to work in the foodservice industry? (Check off your top 3)

There are lots of jobs in foodservice.

I would like to learn how to cook professionally.

I have worked in foodservice before and I want to improve my skills.

Training in foodservice will help me reach my goal of: \_\_\_\_\_  
 Other: Please specify: \_\_\_\_\_  
 I am not interested in working in foodservice. I am applying to the Oliver=s Kitchen program because: \_\_\_\_\_

1) What do you expect to learn from the Oliver=s Kitchen class? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) What do you think completing the Oliver=s Kitchen class will help you to do? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) What do you think are the most important things you can gain from completing the Oliver=s Kitchen class?  
\_\_\_\_\_  
\_\_\_\_\_

4) Do you have a resume?  Yes (if yes, please attach a copy)  No (if no, we will refer you to an agency that will help you write one)

5) Oliver=s Kitchen is a drug free program. We will require a drug test (to check for recent use of drugs) of everyone who is accepted into the program. Will you agree to a drug test as part of your eligibility screening?  Yes  No

6) We require a current health-screening test for infectious diseases for each student prior to acceptance into the program. Will you agree to a health-screening test as part of your eligibility screening?  Yes  No

7) Have you ever been convicted of a felony?  Yes  No  
Are you willing to discuss the circumstances?  Yes  No

You will find a copy of Oliver=s Kitchen policies and trainee agreement stapled to this application. Please read them and be prepared to sign the agreement if you are accepted into the program. You will then get a copy of the rules for your own records.

## OLIVER=S KITCHEN Job Training and Placement Program Training Policies

The training program will operate Monday through Friday from 8:30 AM to 3:30 PM. At Oliver=s Kitchen, 4345 W. Division, Chicago, IL 60651 The program will last 12 weeks at this training site. There will be 493 clock hours plus 24 clock hours of Sanitation & Food Handling classes and **no home study lessons**. The first two weeks are probationary. Set a pace early. If at the end of two-week probationary period,

the staff feels that the trainee will not benefit from the program, the trainee will be released from the program. Weekly CTA passes will be provided for each student.

**“BUYERS RIGHT TO CANCEL”** The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted; and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. **“All cancellations must be in writing and be submitted to our administrative office at 4345 W. Division, Chicago, IL 60651.”**

The program is free for qualified applicants. For others, tuition is \$7,000 for the entire course, of instruction, including uniform rental and all instructional materials. Payment may be made by cashiers check or money order.

**“Every assignee of a student enrollment agreement takes it subject to all claims and defenses of the student or his successors in interest arising under the agreement.”**

∅ Sign in and roll call begins promptly at 9:00 AM. Be on time: This means you must be dressed in your uniform and ready to begin learning exactly at 9:00 AM. The building opens at 8:30 am so you will have time to put on your uniform and store your personal things before 9:00am. Be ready to LEARN and WORK when you arrive. Wake up at home, not at Oliver=s Kitchen. Part of preparation for class is getting a good night=s sleep.

∅ Sanitation Certification Class absences, tardiness and early departures will not be permitted. The State and City require a specific number of training hours in order for a student to qualify to take the Food Service Manager=s Certification Exam.

∅ Oliver=s Kitchen Class will permit no more than three (3) absences. These absences are limited to emergency situations and will be reviewed by Training Institute staff. Three late arrivals or two early departures shall be considered equal to one absence. Call (773)252-3663, between 8:00AM-8:30AM if you will be tardy or absent. Speak first with the case manager and in his/her absence, the chef instructor.

∅ Dress properly for school. Do not wear sleeveless shirts, tank tops, or shorts. Wear shoes that are clean, sturdy, closed (no open toes), non-skid, and comfortable. The only hats allowed are hairnets (do-rags are not hairnets), or student chef caps.

X **Hair** - must be cut above the collar or pulled back and restrained with a hairnet or chef hat. Males must be clean-shaven. Neatly trimmed mustaches are allowed.

X **Jewelry** - No jewelry may be worn in the kitchen. Only wedding bands and watches are permitted, but watches must be kept in your pocket during food preparation and cooking.

X **Uniforms** – Clean uniforms are provided daily and must be kept clean and neat and are laundered as part of the curriculum. Aprons must be worn whenever the student is in the kitchen. All uniforms and aprons may never be taken home. They must remain in the building. Students must stay in their uniform until the mid-afternoon break (or longer if required by Oliver=s Kitchen staff). Never wear anything dark or lettered under the chef coat. A white t-shirt or blouse is the only item to be worn under the chef coat. Aprons must always be taken off before entering the bathroom.

∅ Alcohol and drugs are strictly forbidden on the premises. Anyone coming to class under the influence of drugs or alcohol will be sent home and notice given to your sending agency. Anyone testing positive for drugs will be referred out of the program.

∅ Good personal hygiene is essential. The student is required to shower or bathe daily. Fresh and clean clothing must be worn daily. Fingernails must be kept trimmed and clean. No nail polish, decals, or fake nails will be permitted.

XHands must be washed thoroughly upon arrival, before entering the kitchen, after using the washroom (in the restroom, and again when you return to the kitchen), after tasting food, when changing tasks, after breaks, after cleaning or handling garbage, and whenever hands could become contaminated. (The student will learn more about this in the program.)

∅Eating is allowed only in designated areas, and only during lunch break. Eating in the kitchen is not allowed. When tasting for correct seasonings use a clean tasting spoon. Never remove food from the kitchen without the kitchen manager's permission. Violation will result in termination from the program. Students are allowed one meal per day. Students may not bring food from the outside into the kitchen. Students may bring their lunch but will not be allowed to use Oliver's Kitchen to prepare it. Students may not prepare personal lunches using food from Oliver's Kitchen.

∅Kitchen clean up and daily assigned tasks are to be performed in a timely, organized manner. All students must remain in the kitchen until released by the Chef Instructor.

∅Students may not accept personal phone calls. Emergency calls may be made to the Training Institute Director or the Case Manager. A pay-phone is made available for student use but may only be used by permission of a training institute staff member.

∅Obscene or abusive language will not be tolerated. Such behavior is subject to the disciplinary process.

∅No beepers, cell phones, radios, or other personal entertainment devices may be used while in the building. Such devices must be turned off and stored away.

∅No weapons of any kind are allowed on the premises.

∅The Chef Instructor is in charge in the kitchen. Failure to follow his/her instructions will result in being placed on the disciplinary process.

∅The student must remain in the kitchen or classroom unless permitted to leave by the instructor. This includes using the restroom.

∅No smoking is allowed anywhere inside the building. Smoking is allowed outside the building during lunch and designated breaks. A designated area for smoking will be pointed out by staff.

I understand and agree to the following.

- a. the policies listed above
- b. I will continue meeting with my Case Manager throughout the program
- c. Oliver's Kitchen reserves the right to terminate my participation in the program for violation of these rules or for any other reason it deems appropriate.
- d. All written disciplinary documentation will be reviewed and discussed with me and must be signed by me and the Chef Instructor.
- e. A copy of all disciplinary documentation will be sent to my Case Manager for immediate disciplinary action.
- f. I am voluntarily enrolled in this training program.
- g. I am not an employee of the Chicago Anti-Hunger Federation or Oliver's Kitchen.

General School Data Student Enrollment Agreement Disclosures (See Attachment A)

**“COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE STATE BOARD OF EDUCATION at Illinois State Board of Education, Private Business and Vocational School Unit,**

100 W Randolph, Suite 14-300, Chicago IL 60601-3405, Phone 312/814/2220; or Illinois State Board of Education, Private Business and Vocational School Unit, 100 N. First St., Springfield, IL, 62777-0001, Phone 217/782-2948”.

“This agreement will be binding only when the agreement is accepted, signed and dated by the authorized official of the school or the admissions officer at the school’s principal place of business.”

“This is a legally binding instrument when signed by the student and accepted by the school.”

**“NOTICE TO THE BUYER”**

**“Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. Both sides of the contract are binding. Read both sides before signing. You are entitled to receive one copy of the agreement you sign and any information disclosure pages presented by the school. Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.”**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acceptance of School

\_\_\_\_\_  
Date

“I have received the school’s current catalogue, bulletin, and any supplemental data sheets required in Section 15.1 (11) of the Act.”

“Being the legal representative of the school, I have complied with the Act 15.1 (11).”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

“Any changes in this agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student’s parent, if the student is a minor”.

“The terms and conditions of this agreement are not subject to amendment or modification by oral agreement.”

Revised: January 20, 2010

Classes for 2010:

Start:

Graduate:

January 4

March 25

April 5

June 24

July 6

September 23

October 4

December 23