

Interview Note Sheet

Bartender

Applicant Information	
Name: <u>Raeshia Ford</u>	Position (s) Applied for: <u>Btlr/Server/Cash</u>
Date: <u>12/2/19</u>	Referred by: <u>Indeed</u>
Interviewer: <u>Anthony W.</u>	Rate of Pay: _____

Test Scores				
Server	/35	%	Bartender	/30
Prep Cook	/15	%	Barista	/10
Grill Cook	/40	%	Cashier	/10
Dishwasher	/10	%	Housekeeping	/16

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

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
A wine glass falls on the floor and smashes. What do you do next?	Clean up mess. Wipe up mess. Floor sign	How do you keep yourself busy during a slow shift?	Help up other ppl. Disturb. Secure
Describe a time you needed to cut off serving a customer, how did you handle that?	- Smile and gone to the next. Help the customer under stand that it's a safety!	Notes:	Take a mindset.

P.O.S. Experience: <u>Y</u> / <u>N</u> details:	Transportation	Certifications (if any)	Uniforms Owned:
	<u>Car/Transportation</u>		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
			Other Languages Spoken: _____
			Regions Available to work: _____
			Availability

Raneshia Ford

My work Resume

Kansas City, MO 64130

raneshiaford9_v99@indeedemail.com
816-877-7549

Hello I'm Raneshia Ford , Very bright talented young outspoken woman. I strive to work hard in all that I do. Stay prompt and prepared for work always on time, and very responsible in my work fields. I give my best no matter how hard the job is looking forward to working with you all very soon thank you.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Choreographer

KC Mafia Dance studio - Kansas City, MO
January 2014 to Present

Started teaching dance on my on Was at the climate center Here n Kcmo with Generation youth... I've Danced with Alvin Alley for years also ... Pythons drill team feeling beautiful and given praise for ally talent I also taught children's Bible study and praise dance...

UPS Package Handler

UPS - Kansas City, MO
February 2017 to March 2018

Cashier/Customer Service

Sporting KC - Kansas City, KS
March 2017 to February 2018

Bartender ,and cashier

GM Stocker

Yang Feng automotive - Riverside, MO
February 2016 to August 2017

Front car interior

Bartender and Server/Cashier.

Chiefs stadium and Royal's stadium Kcmo - United States
April 2011 to September 2013

Education

Business

Diploma Completion High School - Kansas City, MO
January 2013 to June 2014

Skills

- Cash Handling, bartender, administrative assistant, working on cars, sales person, and more great customer service skills..

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 Muhammad Foad
Home Telephone (816) 877-2549
Present Address 5970 E 90th 1st
Permanent Address, if different from present address: Household for 8m111.com
Email Address Household for 8m111.com

EMPLOYMENT DESIRED

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

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? 12/2/19

Please keep in mind that schedules and shifts 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	Av	Av	Av	Av	Av	Av	Av
PM	Av	Av	Av	Av	Av	Av	Av
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>12/22/19</u>							

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?
		COMPLETED	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 Main Street
Type of Business Restaurant Telephone No. (813) 333-3333
Your Position and Duties Manager Supervisor's Name M. Kirby

Dates of Employment: From 02/13 To 06/19

Reason for Leaving: _____

Name and Address of Employer Mr. Dea Studio 3504 Goodland
Type of Business Photography Telephone No. (316) 470-6501
Your Position and Duties Supervisor's Name Ms. Mills

Dates of Employment: From 06/19 To 04/19

Reason for Leaving: _____

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: Wesley Lewis Address: 3227 College Dr Keno Occupation: Manager Relationship: Colleague Number of Years Acquainted: 9

Name: Barbara Williams Address: _____ Occupation: Housewife Relationship: Friends Number of Years Acquainted: 6

Name: _____ Address: _____ Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Address: _____ Telephone No. () _____

Please Read Carefully, Initial Each Paragraph and Sign Below

RF 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.

RF 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.

RF 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.

RF 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

12/10/19



Bartenders Test

Score / 35

Multiple Choice (6 points)

1) Carbonation _____ the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

2) What are the six most commonly used spirits?

- a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
- b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
- c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
- d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

3) You can accept an expired ID as long as all other information is correct.

- a) True
- b) False

4) If someone has had too much to drink, serving them coffee will help sober them up.

- a) True
- b) False

5) What are the acceptable forms of ID for Alcohol Consumption?

- a) State or Government Issued ID Card or Drivers License
- b) Passport or Passport ID Card (as long as it lists the person's date of birth)
- c) School ID or Birth Certificate
- d) A & B
- e) A, B & C

6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.

- a) True
- b) False

Vocabulary (9 points)

Match the word to its definition

- N "Straight Up"
- Shaker Tin
- "Neat"
- Muddler
- Strainer
- Jigger
- Bar Mat
- "Float"
- "Back"

- a) Used to crush fruits and herbs for craft cocktail making
- b) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- d) To pour 1/2 oz of a liquor on top
- e) Used to measure the alcohol and mixer for a drink
- f) Used to mix cocktails along with a pint glass and ice
- g) Used on the bar top to gather spills
- h) Requesting a separate glass of another drink
- i) Means to serve spirit room temperature in a rocks glass with no ice

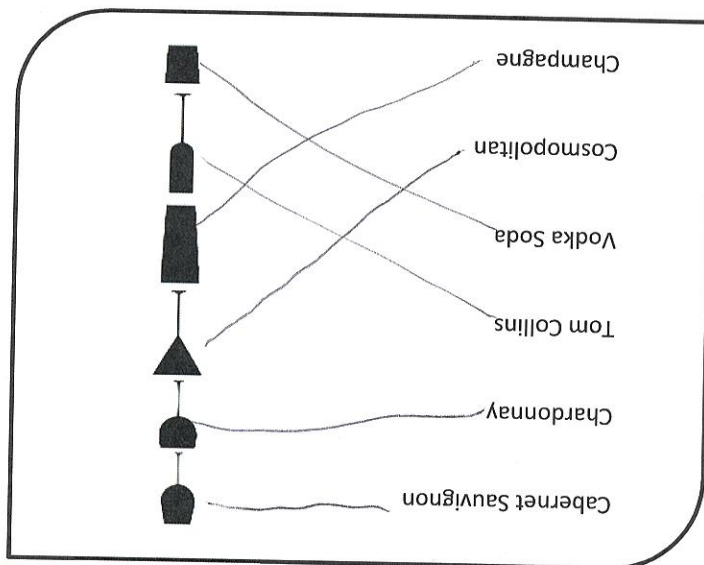


Bartenders Test

Score / 35

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points):

Vodka, Tequila, Brandy

What are the ingredients in a Manhattan?

Whisky, Vodka, Sweet, Bitters

What are the ingredients in a Cosmopolitan?

Vodka, Lime Juice, Cranberry Juice

What are the ingredients in a Long Island Iced Tea?

Vodka, Rum, Tequila, White Rum, Orange Juice

What makes a margarita a "Cadillac"?

Top shelf Tequila, Lime Juice, Sweet or Sour Mix

What is simple syrup?

Cocktail mixers like the

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

It's illegal and is called Pouring back

What should you do if you break a glass in the ice?

Put the ice melt and clean it

When is it OK to have an alcoholic beverage while working?

Never

What does it mean when a customer orders their cocktail "dirty"?

Change the color with more lime

What are the ingredients in a Margarita?

Silver Tequila, Lime Juice