

## Interview Note Sheet

### Applicant Information

Name: Meredith G. Wood  
 Date: 11/21/16  
 Position (s) Applied for: Bartender

Interviewer: Deny Diaz

Rate of Pay:

Referred by:

### Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

### Relevant Experience & Summary of Strengths

Bartending - 7 yrs Total of 10 in Food Service/Hospitality

Banquet Server - 7 yrs  
 No banquets only serving

Cashier - 10 yrs

P.O.S. Experience: Y / N details:

### Transportation

Car

Public Transit

Carpool ( Rider / Driver )

### Regions Available to work:

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

Hobson

### Certifications (if any)

TiPS

Serv-Safe

LEAD

Other

Will get it ASAP

Will Submit

### Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

Some weekends

### Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: N/A

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Meredith Noa  
Email: meredith.noa@gmail.com  
Phone number: (850) 368-1140

Working Experience:

Company Name: On The 7's Irish Pub

Dates of Employment: 2010 - 2016

Job Responsibility:

- opened and closed bar
- maintaining a full bar and also liquor store
- restocking beer, wine & liquor
- trained other employees

Company Name: Scatino's

Dates of Employment: 2004 - 2010

Job Responsibility:

- responsible for counting money for the shift
- managed other employees
- restocked everything
- making orders to order.

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- 
- 
- 
- 

Skills

- organized
- very outgoing
- really good with upholding  
maintaining a smile thru out shift.

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595-48-3583

## Employment Application

816-501-9067

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 Meredith Fayette Noa

Date: November 21, 2016

Home Telephone (850) 318-1640

Other Telephone ( )

Present Address 1008 S Main St PO 1130

Permanent Address, if different from present address:

Email Address Meredith.noa@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Bartender

Salary desired: \_\_\_\_\_

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  Name of Referral \_\_\_\_\_ 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? ASAP

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		X	X	X	X		
PM						X	

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

NO

### 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

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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 the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Pace High School	Pace FL	diploma	YES
Pensacola State College	Pensacola FL	3 years	NO
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: Aloha, Digital Dining			

## 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 Orlly's Irish Pub 321 S. Palatka St. Pensacola

Type of Business Irish PUB Telephone No. (850) 434-1234 Supervisor's Name Patti Sonnen

Your Position and Duties Bartender - maintaining a full bar, trained other employees, prepping bar for next shift, and keeping a positive attitude

Dates of Employment: From 2010 To 2014 Weekly Pay: Starting \$8.50 Ending \$8.50

Reason for Leaving: Moved to Texas

Name and Address of Employer Santino's 5653 Woodbine Rd Race FL 32571

Type of Business PIZZA REST Telephone No. (850) 994-0014 Supervisor's Name Kevin Chadwick

Your Position and Duties fdm manager made orders as requested, prepped kitchen and checked in customers thru shift

Dates of Employment: From 2004 To 2010 Weekly Pay: Starting \$5.35 Ending \$10.00

Reason for Leaving: change of career for more money.

Name and Address of Employer

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Telephone No. ( )

Supervisor's Name

Type of Business \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_

Ending \_\_\_\_\_

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 \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_

Ending \_\_\_\_\_

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? If so, describe: \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

## JOB RELATED REFERENCES

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

Name: <u>Pat Jenner</u>	Relationship: <u>friend</u>	Telephone No. <u>(850) 529-7546</u>	Number of Years Acquainted: <u>7 yrs.</u>
Address: <u>321 Ralayx St. Pensacola FL 32502</u>			
Occupation: <u>Bar owner</u>			
Name: <u>Mandy Kildin</u>	Relationship: <u>friend</u>	Telephone No. <u>(850) 384-7699</u>	Number of Years Acquainted: <u>7 yrs.</u>
Address: <u>12080 Scenic Hwy Pensacola FL 32514</u>			
Occupation: <u>Bar owner</u>			
Name: <u>Stan Woldrip</u>	Relationship: <u>friend</u>	Telephone No. <u>(850) 455-9791</u>	Number of Years Acquainted: <u>7 yrs.</u>
Address: <u>5304 Mobile Hwy Pensacola FL 32526</u>			
Occupation: <u>Bar owner</u>			

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**Please Read Carefully, Initial Each Paragraph and Sign Below**

mgn

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances of 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 ground for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

mgn

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.

mgn

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.

mgn

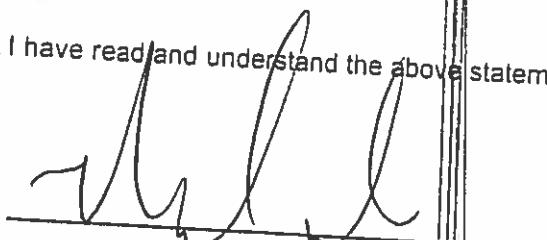
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

mgn

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

November 31, 2016

**Bartenders Test**

**Score / 35**

**Multiple Choice (6 points)**

C 1) Carbonation \_\_\_\_\_ the rate of intoxication.

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

B 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

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

- a) True
- b) False

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

- a) True
- b) False

D 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

B 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

I "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

E Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

C "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

A Muddler

d.) To pour  $\frac{1}{2}$  oz of a liquor on top

B Strainer

e.) Used to measure the alcohol and mixer for a drink

E Jigger

f.) Used to mix cocktails along with a pint glass and ice

G Bar Mat

g.) Used on the bar top to gather spills

D "Float"

h.) Requesting a separate glass of another drink

H "Back"

i.) Means to serve spirit room temperature in a rocks glass with no ice