

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

7/2022

Name: Kaitlyn Keiser

Taborca ID: 41526

Date of Hire: 08/15/2017

Date of Re-Act:     /    /    

Employee Set up

- ☐ E-verify #: 2017 227110120CE
- ☐ Hire Right Sections 1 & 2
- ☐ Background Check (Asurint)  
1151120 USA
- ☐ Direct Deposit (Scan to Payroll) or Global Cash Card
- ☐ Attended New Hire Orientation:  
    /    /
- ☐ Added to Orientation Time Sheet
- ☐ New Hire List
- ☐ Check Taborca Profile (All fields)
- ☐ Upload Resume
- ☐ Food Handler's Card Status

# Interview Note Sheet

## Applicant Information

Name: Kaitlyn Keiser

Interviewer: JO BIK

Date: 08/15/17

Rate of Pay:

Position (s) Applied for:  
Server / Bartender

Referred by:  
Bartending School

## Test Scores

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

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Nanny - Maplewood  
• infant for overnights  
2016 - 2017

Total of \_\_\_\_\_ in Food Service

Camp Warren - Columbia  
Counselor  
2016 - 2016  
- seasonal only

Travel time up to  
45 min

Celi's Bar & Grill - Mt Olive  
Server / Hostess  
April 2015 - Aug 2016

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

## Transportation

☒ Car

☐ Public Transit

☐ Carpool ( Rider / Driver )

## Regions Available to work:

North NJ

South NJ

☒ Central NJ

South Orange

Jersey Shore

## Certifications (if any)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Availability

Open

AM only

PM only

Weekdays only

☒ Weekends only

Details:

Sat/Sun

## 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: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

**Multiple Choice (6 points)**

- b. 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

34/35  
97%

**Vocabulary (9 points)**

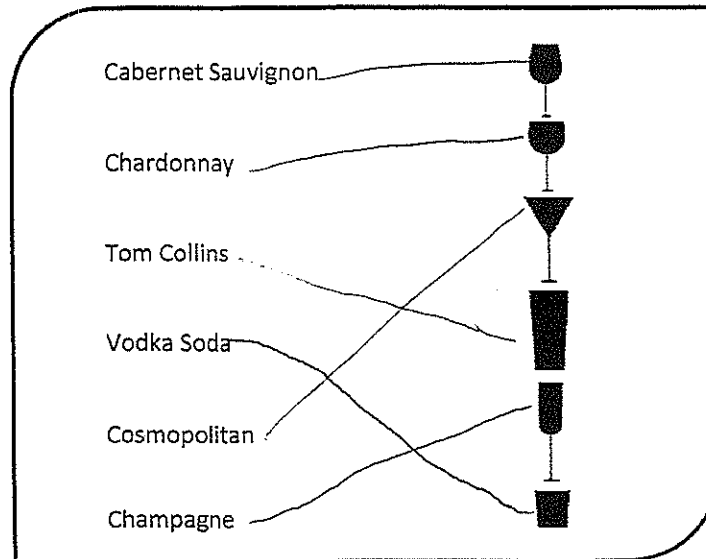
Match the word to its definition

- c. "Straight Up"  
f. Shaker Tin  
i. "Neat"  
a. Muddler  
b. Strainer  
e. Jigger  
a. Bar Mat  
d. "Float"  
h. "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 ½ 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

**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): Grey goose, Patron <sup>1800</sup> ~~White~~, Hennessy

What are the ingredients in a Manhattan? Whiskey, sweet vermouth, cherry

What are the ingredients in a Cosmopolitan? vodka, cranberry juice, triple sec, lime

What are the ingredients in a Long Island Iced Tea? Vodka, rum, tequila, triple sec, gin, sour mix, coke

What makes a margarita a "Cadillac"? Salt on the rim with a lime with Grand Marnie float

What is simple syrup? Used in cocktails for flavor and texture.

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

No. It's called marrying bottles.

What should you do if you break a glass in the ice? Throw out the glass and the ice. Then refill the ice

When is it OK to have an alcoholic beverage while working? Never

What does it mean when a customer orders their cocktail "dirty"? ~~Dirty~~ You use olive juice ~~base~~

What are the ingredients in a Margarita? Tequila, triple sec, lime juice, sour mix

## New Hire Acknowledgement Form

### For Employer

- ☐ Additional Information Sheet
- ☐ Application
- ☐ I-9
- ☐ W-4
- ☐ Offer Letter
- ☐ Background Authorization Release
- ☐ Sexual Harassment Prevention Policy
- ☐ Global Gold Card / Direct Deposit Form
- ☐ Designation of Personal Physician/Emergency Contact Form
- ☐ Confidentiality & Non-Disclosure Agreement

### For Employee

- ☐ New Hire Orientation Manual
- ☐ Workers' Compensation Pamphlet
- ☐ Sexual Harassment Pamphlet
- ☐ Unemployment (For Your Benefit) Pamphlet
- ☐ Safety & Sanitation Guidelines

### Inform

- ☐ State & Federal Poster
- ☐ Minimum Wage Poster
- ☐ Wage Order Poster

All of these items have been explained to me:

Maitlyn Keiser  
Print Name

Maitlyn Keiser  
Signature

08/15/17  
Date



## Certificate of Completion

This is to attest that

**Kaitlyn Keiser**

is a qualified Mixologist having successfully completed the forty hour course of study and passed the required tests in recipe knowledge, liquor definition, glassware identification, customer service, cash handling, alcohol awareness and bar simulation (speed drills), granting recognition as a qualified Mixologist.

In testimony whereof, We have awarded this certificate on this:

4th day of August, 2017



Mix 'em Up Bartending School Inc.

## **Kaitlyn Keiser**

5 Manor Drive, Apartment #8M, Newark, NJ 07106 ■ 908.914.5095 ■ Kaitlyn.Keiser@student.shu.edu

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### **EDUCATION**

#### **Seton Hall University**

**Major:** Biology (Pre-Med)

**GPA:** 3.62

**Honors:** Dean's List – Every Semester

**South Orange, NJ**

**Expected 2019**

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### **EXPERIENCE**

#### **Infant Child Care Provider**

##### ***Nanny***

**Maplewood, NJ**

**September 2016 – Present**

- Provide daily overnight child care to infant from ages 5 months to 1 year
- Nurse, change, and provide overall care for infant approximately 40 hours per week

#### **Camp Warren**

##### ***Camp Counselor***

**Columbia, NJ**

**June 2016 – August 2016**

- Mentored group of children, men and women living with disabilities ages three to sixty years of age
- Created, lead and administered individual and group activities that targeted the goals and needs of each camp attendee
- Ensured campers received their proper medication and food as directed by their assigned dietary needs
- Provided overnight leadership and care to the campers when needed
- Received first aid and CPR certification and training

#### **Chili's Bar & Grill**

##### ***Server***

**Mount Olive, NJ**

**April 2015 – August 2016**

- Provided recommendations to guests based on their taste and applicable promotions
  - Trained approximately 5-7 new servers and hostesses
  - Served as lead server during special events and promotions
  - During end of shift process, accurately settled finances associated with assigned tables
- 

### **VOLUNTEER ACTIVITIES**

#### **Special Olympics**

##### ***Volunteer***

**Hackettstown & East Hanover, NJ**

**Spring 2014, Winter 2015**

- Coached, cheered and assisted athlete through matches and events
  - Provided daily individual assistance and training to athletes of various developmental stages and age groups 8-65
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### **CERTIFICATIONS**

- Certified by the American Red Cross in CPR/First Aid/AED
  - Bartending License
- 

### **SKILLS**

- Proficient in Microsoft Word, Powerpoint, and Excel



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## Fwd: Submission

1 message

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recruitingsf@acrobatoutsourcing.com <recruitingsf@acrobatoutsourcing.com>

Thu, Aug 10, 2017 at 4:33 PM

Reply-To: recruitingsf@acrobatoutsourcing.com

To: recruitingnj@acrobatoutsourcing.com

**Submission Date** 08-09-2017 18:15:09

**IP** 108.35.237.207

**First Name**  
Kaitlyn

**Last Name**  
Keiser

**E-mail Address**  
kkeiser13@yahoo.com

**Phone**  
9089145095

**Address**  
124 Petersburg Road

**Unit or Number**  
None


**City, State**  
Hackettstown

**Zip Code**  
07840

**What region(s) are you applying to work within?**  
• New Jersey

**Which position(s) are you applying for?**  
• Bartender

**Are you applying for:**  
• Part-Time

**When can you start?**  
 Friday, August 11, 2017

**Can you work overtime?**  
Yes

**How did you hear about us?**

Sat & Sun  
School on the 28th  
South orange  
vehicle

Tues 15<sup>th</sup>  
@ 10:30am



- Referral

**If you were referred, please tell us by whom:**

Jessica M.

**What days/times can you work? Select all that apply:**

- Saturday AM
- Saturday PM
- Sunday AM
- Sunday PM

**Have you ever applied to or worked for Acrobat before?**

No

**If hired, would you have reliable means of transportation to and from work?**

Yes

**If hired, can you present evidence of your legal right to live and work in this country?**

Yes

**Are you able to perform the essential functions of the job for which you are applying?**

Yes

**Name of School**

Seton Hall University

**City & State**

South Orange, NJ

**Grade/Degree**

Junior (currently attending)

**Graduated?**

No

**Do you have any special licenses? (If so, label under "Special")**

No

**Are you computer literate? (If so, label which programs under "Special")**

Yes

**Are you proficient with Point of Sale systems? (If so, label which under "Special")**

Yes

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

No

**Special:**

I have experience using Aloha. I also have experience serving in the restaurant business.

**Are you currently employed?**

No

**Can we contact your current employer?**

No

**Name and Address of Employer**

Chili's Bar & Grill  
78 International Drive

Mount Olive, NJ 07828

**Type of Business**

Restaurant

**Phone Number**

973-691-8356

**Your Position & Duties**

Hostess: Greet guests and assist them to their table.

Server: Greet guest, take their food and drink orders, deliver the guest's food to their tables, check on the guests to ensure everything was going well. Also processed payments and cleaned the tables.

**Date of Employment (from/to):**

March 2014-August 2016

**Weekly Pay (Starting/Ending):**

\$300/\$500

**Reason for Leaving**

Moved away for college.

**Still Employed:**

No

**Still Employed:**

No

**First Name**

Wayne

**Last Name**

Koch

**E-mail Address**

waynekoch@gmail.com

**Phone**

973-691-8356

**Relationship:**

Manager

**Years Acquainted:**

2 years

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)


**I hereby acknowledge that I have read and understand the above statements.**

- (Checked box indicates acknowledgement)

**Applicant Digital Signature (Type Name):**

Kaitlyn Keiser

**Date:**

 Wednesday, August 09, 2017



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017227110120CG**

Report Prepared: 08/15/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Keiser

First Name: Kaitlyn

Date of Birth: 02/01/1997

Social Security Number: \*\*\* \*\* 1514

Hire Date: 08/15/2017

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: New Jersey

Driver's License or ID Card Number:

Document Expiration Date: 02/28/2018

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/15/2017

Case Submitted By: JPAI1406

Closed On: 08/15/2017

Closed By: JPAI1406

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED